



Job Description

Fundraising Events Officer

Location: The role is based at the Trust's office in West Berkshire with a minimum of three days per week expected to be worked at our Newbury office. Flexible working arrangements are available with the understanding that this must meet the objectives of the charity and requirements of the role.

Accountable to: Fundraising Events Manager

Start date: As soon as possible.

Hours of work: Full-time (35 hours) per week, Monday-Friday, permanent.

Salary range: £22,000 - £25,000 FTE, depending on experience.

Purpose

This is an exciting and vital role supporting the delivery of the events programme within a leading mental health charity.

We are looking for someone with a love for events and a passion for supporting people wanting to raise money to make a difference for young people's mental health. You will be an excellent communicator, highly organised, and able to work on multiple projects concurrently. You will be committed to delivering an exceptional supporter experience for our event participants and community fundraisers. Experience within the third sector is desirable but not a necessity.

As Fundraising Events Officer, your role is to support the Fundraising Events Manager to plan, deliver and review an exciting calendar of Charlie Waller fundraising events, supporting a wide range of third-party challenge events and community led activities.

Key responsibilities and duties

The Fundraising Events Officer will support the overall delivery of our varied events programme, bringing their enthusiasm to a calendar of events that aim to raise significant income for the charity, whilst also raising the charities profile and reach. They will play a key role in the delivery of well-loved annual events and support our growing network of event participants. Including but not limited to:

- Supporting the overall delivery of our events programme, working closely with the Fundraising Events Manager, Head of Fundraising and fundraising committees.
- The opportunity to take a lead role on the planning, delivery and evaluation of a number of events, managing the expenditure budget and meeting income targets.
- Maintain event income and supporter records in the database, working closely with the Fundraising Assistant and finance team on processing income and invoices.
- Support the fundraising committees with their activities, providing administrative support and guidance as needed.
- Support the promotion of our fundraising events, writing copy, building emails and supporting social activity.
- Support the development of our event marketing collateral, to support participants fundraising efforts.
- Build relationships with third-party event organisers.
- Provide regular updates on progress against agreed objectives and contribute to wider departmental fundraising reports as required.
- Represent The Charlie Waller Trust at events as required which will include ad-hoc evenings and weekends for which time off in lieu will be given.
- Monitor online fundraising, through supporting those raising funds, to creating and maintaining clear income and communication records.
- Develop excellent and enduring relationships with existing supporters, fundraisers and community groups and engage new audiences. Including recognising and supporting their fundraising efforts and thanking them appropriately.
- Send fundraising materials (including t-shirts, information packs, etc.) to individuals raising money for us.
- Ensure that systems and processes are used as expected, and that our database is being updated and utilised as the central source of information.
- Liaise with a wide variety of people and organisations including supporters of the charity, trainers, funders, other statutory and voluntary organisations who work in the mental health field, and members of the public.
- Ensure compliance to data protection, safeguarding, confidentiality and relevant organisational policies and procedures.

- Other duties as may be reasonably prescribed by the trust, appropriate to the grade and responsibilities of the post.
- Routine call handling as part of the wider office administrative team.

About our Trust

The Charlie Waller Trust was created by the Waller family in 1997 in response to the loss of their son and brother Charlie who tragically took his own life whilst suffering from depression.

We have since become one of the UK's most respected mental health charities for children and young people. Our overarching mission is to educate those with responsibility for children and young people - parents and carers, teachers, college and university staff, and employers - about children and young people's mental health and wellbeing.

The Charlie Waller Trust is a great place to work. We care about mental health and wellbeing in our team and have a positive, enabling workplace culture. Our values drive our work:

- **Warm:** Positive personal connections are central to mental health; we aim to reflect that in all our relationships with beneficiaries, supporters, staff and volunteers.
- **Empowering:** We support all those we work with, and who work for us, to use their minds, hearts, energy and creativity to fulfil their potential.
- **Collaborative:** Partnership and cooperation are at the core of our work; we seek the views of those we wish to support and aim to put them at the centre of our activity.
- **Compassionate:** We recognise vulnerability in ourselves and others, especially where there is more than one reason people may be vulnerable to mental health problems, discrimination or inequality.
- **Open:** We believe in being honest about the way we work, our aspirations and where we need to improve; openness and good communication are key to good mental health.

Terms and Conditions

Equity, Diversity and Inclusion

We are committed to equity, diversity and inclusion and are working to ensure that our staff represent the communities we aim to support. We actively utilise positive action as set out in the Equalities Act (2010) to ensure we attract and recruit candidates from backgrounds and groups that are currently underrepresented in our workforce. We therefore particularly encourage applications from men and non-binary folk, and those from Black, Asian and minoritised backgrounds.

When we recruit, we will ask all our shortlisted candidates to tell us about any reasonable adjustments they need. Our current office is only accessible via a flight of stairs. We would of course discuss home based working and holding team meetings in an accessible location as appropriate.

Benefits

We want people to thrive at the Trust; we believe you do your best work when you feel your best. That being the case, our team comes first, and we are proud of our culture: we offer a supportive, flexible and enjoyable place to work.

As part of our employed team, the following benefits are available to you:

- Flexible working policy - we're committed to helping you find a healthy work-life balance.
- Generous annual leave allowance - pro rata 25 days annual leave (increasing to 30 days after 5 years' service), PLUS bank holidays PLUS the period between Christmas and New Year.
- A workplace pension scheme to support you with saving for your retirement, into which we pay 3%.
- Access to a 'Mental Health and Wellbeing Plan' - helping staff to stay mentally well and to support them through periods of poor mental health. This includes support for the cost of talking therapies where these are not available via the NHS.
- Opportunities to experience our charitable activities and impact at first hand by attending training and events and through involvement in relevant projects.
- Learning and development opportunities specific to job roles and on mental health and wellbeing topics.
- Coaching (offered to CWT pro bono, depending on team member and need).
- Social events and team days.
- Bike to work scheme.
- Time off for volunteering.

- Unpaid leave/sabbatical particularly if this supports personal or professional development (offered after 2 years in post).

To apply

Please send your CV and a covering letter, demonstrating how you meet the requirements of the role. **Applications will not be considered without a covering letter. The deadline for applications is Sunday 30th June.**

We reserve the right to close this vacancy early if we receive sufficient and suitable applications for the role. Therefore, if you're interested, please submit your application as early as possible.

You will hear back from us by Friday 5th July, if not before and should you be shortlisted, an interview will take place w/c 8th July and will involve a competency interview along with a short 10-minute task relevant to the role.

We will provide details about the task and provide the interview questions in advance to allow candidates time to prepare.

Person Specification – Fundraising Events Officer

The successful candidate is likely to have most of the following competencies and experience but not necessarily all. If you feel that you are a strong candidate, please do apply.

| Criteria | Essential | Desirable |
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| Skills required and relevant experience | <ul style="list-style-type: none"> • Highly organised and able to prioritise, plan effectively and work to deadlines. • Excellent relationship management skills • Excellent oral and written communication skills • Comfortable working with databases to manage supporter records and report on progress. • Knowledge of standard Microsoft Office software • Comfortable with digital tools to aid promotion and fundraising. | <ul style="list-style-type: none"> • Experience in using database software or a willingness and competence to pick up this skill quickly. |
| Attainment | <ul style="list-style-type: none"> • Experience of working in an events role or in a similar field | <ul style="list-style-type: none"> • Experience of managing budgets and working to targets • Experience of evaluating events • Knowledge of GDPR requirements • Experience of a variety of different fundraising events • Knowledge of fundraising in the UK charity sector |
| Personal attributes | <ul style="list-style-type: none"> • Initiative-taker and solution-minded with a can-do attitude towards any task or challenge. • Professional, enthusiastic and flexible, with a strong willingness to learn. • An ability to work independently on projects | <ul style="list-style-type: none"> • Interest in and awareness of mental health issues. |

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| | <p>as well as an enthusiasm to support the wider Fundraising Team.</p> <ul style="list-style-type: none">• Great interpersonal and social skills• A commitment to working to meet the charity's objectives.• Enthusiasm for events and community fundraising• Creativity and willingness to try new things• Comfortable in representing the charity | |
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