



## Job Description

<b>Title:</b>	OHW Foodbank Events Manager
<b>Location:</b>	Oasis Centre, Waterloo, SE1
<b>Hours:</b>	Up to 32hours per week, including breaks
<b>Salary:</b>	Grade D
<b>Working schedule:</b>	Weekend and evening work may be required in this role, therefore time off in lieu will be given in accordance with current policy.
<b>Line manager:</b>	Head of Youth Service & Fundraising
<b>Line management of:</b>	Nil staff

### Organisational context:

Oasis's vision is for community – a place where everyone is included, making a contribution, and reaching their potential. We do this through our Oasis hub model; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community, which includes delivering first-class and innovative education.

Oasis is an inclusive organisation, and Oasis Hub Waterloo was born out of a developing church community. Oasis Hub Waterloo co-develops and co-delivers a wide range of integrated community services including a community centre, primary and secondary Academies, adult and further education opportunities, early years support, a Foodbank, advice services, and well developed and diverse programmes for young people as well as a youth service at St Thomas' Hospital.

We've been involved in the Waterloo community for over 20 years, striving to help people of all ages and situations feel included, to know that they can contribute, reach their potential, and realise a deep sense of belonging.

Since April 2025, Oasis Waterloo has taken on responsibility for the management of Lambeth & Croydon Foodbank, part of the Trussell network, supporting local people in crisis with emergency food and wraparound support.

To provide sustainability for our services as we meet the needs of our local community, we are seeking an experienced and skilled events manager who can generate support and income that contributes to ensuring the sustainability of our Foodbank and our wider wraparound support.

### Purpose of job

This role will lead on Events management for Oasis Hub Waterloo with a focus on securing funds for Lambeth & Croydon Foodbank and our associated community services.

This role will be part of a fundraising team led by the Head of Youth Service and Fundraising.



## **Specific Duties:**

### **Event Management**

- Responsible for the planning and co-delivery of events and activities that generate support and income for the Lambeth and Croydon Foodbank and Oasis Hub Waterloo.
- Provide support for Lambeth and Croydon Foodbank and Oasis Waterloo events organised externally.
- Provide support and direction for volunteers (and paid staff) who are delivering/supporting an event.
- Act as first point of contact for all event fundraisers and external partners offering support/direction where needed.
- Maximise publicity on all event activity within the local area, using internal mechanisms and external media partners.
- Provide effective customer care for both participants and events partners/supporters at sponsored or challenge events (ie Marathons) – by letter, email, phone and face-to-face including development of supporter packs.
- Ensure the safe recording of all data relating to events fundraising (including personal data and financial information).

### **General duties**

- Co-develop relationships with external partners and networks and ensure that any new networks are identified to maximise fundraising opportunities.
- Work in effective collaboration with internal team members to achieve objectives, including attending and contributing to cross-organisational meetings.
- Work with Head of Youth Service & Fundraising to develop and maintain the event pipeline, ensuring information and reporting is accurate and up-to-date.
- Contribute to the development of income and expenditure plans of the OHW Fundraising Team, and monitor and report regularly on individual/events budgets.
- To actively participate in the wider life of Oasis, including staff meetings, staff conferences and discussion forums
- To attend regular supervision with your line manager.
- To attend any relevant training courses as requested by you and/or required by Oasis.
- To carry out appropriate duties, in line with the purpose of the job, as may be reasonably required by your line manager.

### **Relationships / Partners**

#### **Internal:**

- Oasis Hub Waterloo staff and volunteers

#### **External:**

- Foodbank referral agencies
- Trussell
- Donors and supporters of the Foodbank
- Statutory bodies
- Grant-making Trusts
- Existing funders
- Local businesses

### **Safeguarding children and young people**



Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

**Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Maths and English GCSE or equivalent Level 2 qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Qualification or sector recognised training in fundraising.</li> </ul>
Job Knowledge	<ul style="list-style-type: none"> <li>3 years successful experience of planning and delivering events.</li> <li>Understanding of fundraising through events</li> </ul>	<ul style="list-style-type: none"> <li>And/or ability to utilise qualities that have been acquired from other sectors.</li> <li></li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of generating support and income through events.</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience of working or volunteering within a not-for-profit organisation.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Excellent written skills including writing persuasive copy for funding proposals.</li> <li>Good interpersonal skills, ability to liaise with people at all levels, on the telephone, face-to-face and in writing,</li> <li>Excellent organisational and interpersonal skills.</li> <li>High level of computer literacy and familiar with Microsoft Office suite (particularly Excel for financial reporting).</li> </ul>	
Other Attributes	<ul style="list-style-type: none"> <li>Team player.</li> <li>Flexible and self-motivated.</li> <li>Committed to partnership.</li> <li>Self-motivated and confident lone working.</li> <li>Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>Have a willingness to demonstrate the values and behaviours which flow from the Oasis ethos.</li> <li>Quality focused in all aspects of work.</li> </ul>	