

## Job Description

Job Description - Events Assistant	
Reports to:	Community Fundraising Manager / Events Manager/ Head of Events
Direct/Indirect Reports	None

Job Purpose
To support the Events team to raise awareness of the charity amongst target audiences and support the generation of income to support sustainable growth.

We are looking for someone who has

- A passion for the charity sector
- A flexible, can-do attitude, with the ability to remain calm and professional when under pressure
- An ability to be self-motivated and work independently, as well as part of a team
- An ability to prioritise and deal with multiple requests
- Strong verbal communication skills with the ability to communicate with people of all levels
- Good IT skills and proficiency in Microsoft Office applications
- Strong administrative and organisational skills
- A willingness to learn new skills and to develop existing skills

### Main Duties

1. Support the production, delivery, logistics and administration of all fundraising and stewardship events. Tasks include inputting and managing event administration, liaising with suppliers and volunteers, completing risk assessments, raising purchase orders and logging income and costs.
2. Assist with communications and mailings to guests, participants and volunteers and supporting on guestlist management.
3. Set up website events ticketing, helping to set up and lead with new fundraising events module and use Eventbrite where appropriate.
4. Update supporter details on the fundraising database, including communications with supporters, attendance at events, visits to gardens, communications permissions and newsletter sign ups.
5. Support the Events and Community Manager to plan and manage Third Party fundraisers, including responding to queries, ensuring appropriate communications are sent, supporting with Just Giving and monitoring income from Third Party Sites.
6. Attend fundraising events where required, including some events at evenings and weekends.
7. Contribute new ideas to the events programme.
8. Help source prizes for the prize draw and event auctions.
9. Respond to public-facing enquiries relating to events.

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10. Provide support to garden teams for garden events.
11. Keep stock of all events equipment at Head Office and in gardens. To keep events cupboard and container tidy and organised.
12. Support and closely liaise with the communications team on event-related posters, invitations and mailings.
13. Support all colleagues to manage sales at events and in gardens and run sales at events when required.

#### General duties

1. Support the whole Horatio's Garden Team with any administrative duties that support the smooth running of the charity including part of the phone rota, monitoring shared inboxes and responding accordingly, opening post and scanning and sharing with relevant colleagues.
2. Work with Shop Volunteers to manage online sales of Horatio's Garden shop products, including packing and sending of orders when necessary.
3. Actively contribute to team and organisation meetings, ensuring you use your knowledge and skills to shape the future development of Horatio's Garden.
4. Actively contribute to projects and activities across the organisation, supporting colleagues and volunteers where necessary
5. Other ad hoc office and events tasks as necessary