



<b>Job title</b>	Events Executive
<b>Directorate</b>	Philanthropy & Partnerships
<b>Accountable to</b>	Head of Major Gifts & Events
<b>Responsible to</b>	Senior Event Manager (Special Events & Committees)

## About us

The Royal Marsden Cancer Charity raises money solely to support The Royal Marsden, a world-leading cancer centre. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity has recently completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site.

We are now working closely with the hospital on plans for a new major redevelopment project to launch in 2023-24. There is also an extensive portfolio of engaging projects outside of the capital appeals, that help to support all aspects of the hospital's work to improve the lives of cancer patients.

## The Events team

Working for us offers you a challenging and rewarding career, as well as the chance to really improve the lives of those living with cancer.

Our team sits in the Philanthropy and Partnerships Directorate, a high performing function that is responsible for all areas of high value fundraising including major donors, trusts and foundations, corporate partners and special events/high value committee supporters.

We generate income from high-value committee-led events and play an important role in supporting other teams across the Charity with their event delivery, in turn helping them to reach their income targets. The Events team target in the 24/25 financial year is £2.2m.

We work with a range of high value committees, to deliver a diverse range of events. Our events portfolio includes major fundraising galas, private dinners, panel discussions with hospital experts, virtual webinars, the Ever After Garden, Celebrate a Life, and “in aid of events”.

## Job purpose

As Events Executive you will support the Events team to deliver a range of Special Events, high-value committee-led events, and cultivation events, used to engage and steward existing supporters and attract new donors. Our Events portfolio includes in-person and online Philanthropy and Partnerships events, such as our flagship annual cultivation panel discussion, and bespoke events for our most generous corporate partners, as well as supporter engagement events for the Legacy and Individual Giving teams.

You will be a conscientious, proactive and focused individual who is able to work in a busy, fast-paced environment. You will have a strong attention to detail, and you will be able to follow instructions and take initiative with the tasks and projects you are responsible for.

This is an opportune time to join The Royal Marsden Cancer Charity as we embark on a new Charity five year strategy to fund the world-leading work of The Royal Marsden. We are a high-performing team, and this role presents an exciting opportunity to play a vital part in helping us to realise our ambition whilst developing your career within an ambitious organisation.

## Working relationships

You will work closely with the Senior Events Manager (Special Events and Committees) and Senior Events Manager (Cultivation) and regularly liaise with the Head of Major Gifts and Events, and wider Events team. You will also work directly with colleagues across P&P and public fundraising, as well as teams at the hospital and external suppliers.

## Key areas of responsibility

- 1.1. Support the Senior Events Managers with a range of events, with tasks to include guest list management, communicating with guests and internal stakeholders, liaising with patient and clinical event speakers, creating event briefs, arranging planning meetings and taking minutes at meetings.
- 1.2. Support the Senior Special Events and Committees Manager and the Senior Philanthropy Executive with the management of our high-value committees portfolio, including the Lady Garden Foundation and Le Cure.
- 1.3. Assist the Head of Major Gifts and Events, and the Senior Philanthropy Executive, to deliver the Ever After Garden 2024.
- 1.4. Support on the delivery of large-scale events including our flagship cultivation event.
- 1.5. Assist the Senior Events Manager (Cultivation) in delivering the annual Celebrate a Life event at our Sutton and Chelsea hospitals.

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- 1.6. Support fundraising canvassers to arrange bespoke hospital tours for high level supporters, liaising with relevant hospital staff and fundraisers to ensure their successful execution.
  - 1.7. Liaise with the Finance and Data teams regarding incoming donations for P&P.
  - 1.8. Ensure that donor records on our supporter database (Raisers Edge) are accurate and kept up to date and that all information relating to donors is produced and stored in line with General Data Protection Regulation and best practice.
  - 1.9. Support with administrative duties, as and when required.
  - 1.10. Work closely with the wider Philanthropy and Partnerships team, and other fundraising teams, to support the strategy in the context of achieving the team's and charity's overall objectives and targets.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

## Person Specification

<b>Candidates must be able to demonstrate</b>	<b>Essential (E) or Desirable (D)</b>
<b>Experience and knowledge</b>	
Excellent written and verbal communications skills	E
Computer literacy, including Excel and Word	E
Experience of office work in a busy environment	D
Experience gained in a charity events team, an event organisation or marketing environment	D
Experience of developing and maintaining administrative systems	D
Experience of building and managing excellent relationships with internal and external stakeholders at senior level	D
Experience of using CRM systems – preferably Raiser’s Edge NXT	D
<b>Key competencies</b>	
Strong attention to detail and exceptional organisational skills	E
Ability to work in a team and on own initiative	E
Commitment to working in a supporter-focused environment	E
Willingness to work beyond normal office hours when necessary, during busy events periods	E
Commitment to the core values of The Royal Marsden Cancer Charity	E

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

## Conditions of service

<b>Salary</b>	£26,500 - £29,000 per annum
<b>Contract Type</b>	6 Months Fixed Term
<b>Hours of work</b>	37.5 per week
<b>Location</b>	Hybrid working, with a mix of office and home working, based at our Chelsea site, with occasional working from Sutton site
<b>Benefits</b>	27 days annual leave allowances pro rata, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more.  Refer to our summary of benefits information attached, and on our website for further details

## Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

## Summary of benefits

### Work environment

- Bright modern office in Chelsea, a short walk from South Kensington station
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens

### Pay and pension

- Competitive salaries benchmarked against the market with annual increases
- Auto- enrolment in our Aviva pension scheme from day one
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service)

### Work-life balance

- Enhanced occupational maternity and adoption leave and pay
- Flexible working options to support those with caring responsibilities

### Holidays and time off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year

### Health and wellbeing

- Self-referral to a confidential counselling service for work related or personal reasons
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing
- Free sight test every two years and contribution towards any glasses required for work purposes
- Generous paid sick leave based on service
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme

### Flexible working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm
- Provision of equipment needed to work comfortably from home