

National Events Officer

Job Pack



Thank you for your interest in joining the MRF Team!

This pack will give you a sense of what it is like to work as MRF's National Events Officer and the kind of candidate we are looking for.

If you are seeking a role that is rewarding, where every day is varied and interesting – you are in the right place.

The work you will carry out at MRF will make a difference in people's lives, both in the UK and around the world as we work to defeat meningitis.

Starting Salary: £23,000 - £28,000

Location: Bristol or Remote with monthly visits to the Bristol office

Contract Type: Full Time Permanent

Benefits:

- 25 days annual leave pro rata plus statutory bank holidays
- 6% employer pension contribution
- Employee assistance programme in place with free access to confidential, professional legal and health advice
- Cycle to work scheme

About our National Events Fundraising Programme

The National Events fundraising programme is responsible for a significant proportion of our events income with hundreds of supporters taking on iconic events including the TCS London Marathon and AJ Bell Great North Run.

The National Events Fundraiser is an exciting role at MRF looking after a very successful portfolio, which last year raised over £500,000 by supporting hundreds of runners to achieve so much more than race milestones.

Many of our race participants join Team MRF for deeply personal reasons, having had first-hand experience of the disease. Without Team MRF runners we would not be where we are in the race to defeat meningitis, they are fundamental to our work and have been since our early days as a charity.



Who are we looking for?

You are a people person

This role is all about working with people, encouraging them as part of Team MRF and supporting them to reach their fundraising goals. You will need to be enthusiastic, outgoing and thrive in motivating people to take action through their fundraising.

You are passionate

You will need to be an advocate for MRF's work to defeat meningitis, enabling people to achieve their goals and achieving the best for the Charity. It is through the determination of everyone involved with the national events programme that we are able to deliver a number of our goals as a charity. You will harness that passion to help each runner succeed and understand what a difference they make along the way.

You're a skilled Communicator

We are proud of our quality supporter communications, social media pages and in person support. You will be equally happy running a webinar, creating engaging marketing materials as you are copy writing or helping someone with their fundraising over the phone.

You love variety

With many different elements to the role from planning, marketing, stewardship and event delivery you will need to be flexible and adaptable. This isn't a fully desk-based job, as at different points of the year you will get the chance to meet Team MRF runners face to face by attending the events themselves and delivering celebratory post-race receptions.

You are organised

With large teams of runners across a rolling annual events programme you must feel comfortable in managing deadlines, overlapping plans and keeping on top of supporter communications. Whilst we have systems in place to support this, our ideal candidate is someone who enjoys taking responsibility for their own workload.

You want to make a difference

Meningitis is responsible for around 240,000 global deaths a year even though largely vaccine preventable. We are driven to change this by 2030 in all that we do. We also promise to continue to raise awareness and be there to support people who have been affected. If this excites you, then we think you could bring a lot to this role.

How we will support and develop you

Your development is important to MRF. Once you join the team you will meet with colleagues from across the organization so you understand the important work MRF are doing to defeat meningitis. You will learn about your role to get you up to speed on the various tools you'll use as you settle into the National Events portfolio. Every month we have the opportunity to come together in-person as a team to share learnings and look for opportunities for cross-team working. Through weekly 121s, longer monthly catch and bi-annual appraisals we'll ensure you have everything you need to develop in your role. We also have a training budget that can be used where you see fit.

About Meningitis Research Foundation

Meningitis Research Foundation is the world's leading meningitis charity, founded in the UK and now taking the fight to defeat meningitis global.

Meningitis strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure "no other family has to go through what we have".

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems.

We provide direct support to people and families affected because no one should have to go through this disease alone.

Since the 2021 launch of the World Health Organisation's first ever global roadmap to defeat meningitis we are now underway on an ambitious new phase of development for the charity. We believe there has never been a more exciting time to join our team.

We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated staff to grow. We reward with good working conditions, competitive salaries and benefits, respect and equal opportunities.

United in the race to defeat meningitis

Did you know?

- > Every year, there are more than 2.5 million cases of bacterial and viral meningitis.
- > Bacterial meningitis is the deadliest form of meningitis. The World Health Organization estimates around 1 in 6 people who get it will die.
- > Around half of all deaths from meningitis will be in children under 5.

There is now a World Health Organisation Global Road Map to Defeat Meningitis by 2030

Prevention, Diagnosis & Treatment, Surveillance, Support & After Care, Advocacy & Engagement

Meningitis Research Foundation, World Health Organisation, Race to 2030



Meningitis and Me - Mike Davies

Mike contracted meningitis and septicaemia and spent 10 weeks in ICU, which resulted in having his four limbs amputated. He is now the UK's tenth person to receive a double hand transplant. Mike is a valued ambassador for MRF and works in partnership with us to tell his story and not only advocate to defeat meningitis around the world but to also inspire hope for those affected.

"I'm just Mike - and that's how I think of myself. It's coming back to that acceptance".

You can watch Mike's story [here](#) as part of MRF's Meningitis and Me series and [here](#) speaking at the World Health Organisation's first high level meeting to defeat meningitis in April 2024 (11mins).

MRF Values

Our values are extremely important to us and mean far more to us than words on a page

We are evidence-led

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

We operate with integrity

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

We pursue our goals with determination

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

We are a passionate advocate

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

We collaborate to make progress

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

We act with compassion

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

If you have read and understand these values and they appeal to you, they are a good indicator of what it is like to work at MRF.

How to apply

The closing date for completed applications is 9am Monday 15th July 2024. Interviews will be held via Teams. The interview will include a short presentation task, which you will be told about if shortlisted. If you have any questions or would like to discuss the role further please email charlotteu@meningitis.org.

Please send a CV and covering letter to hadmin@meningitis.org, ensuring you cover all items on the job description and person specification.

All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy.

Following receipt of satisfactory references, the successful candidate will be able to start as soon as possible. MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken.

National Events Officer – Job Description

Job Purpose & Summary

This role will see the successful candidate manage and develop a portfolio of successful national events. You will be involved in all aspects of the project management cycle from marketing and participant recruitment to supporter stewardship and race day logistics. With support of the Senior Fundraising Manager (Events & Community) you will prepare and track budgets for your assigned events and continuously look for opportunities to improve income and participant retention.

The role requires a good attention to detail, strong prioritization skills, sensitivity and flexibility. Whether you come with direct events fundraising experience or have transferable skills that the role requires, we will support and develop you to excel in your role.

Meningitis Research Foundation is based in Bristol, but the role is flexible and is open to remote working with monthly visits to the office (this will need to be more regular during events season).

Key Relationships

You will report into the Senior Fundraising Manager (Events & Community) who will support you with your role. National Events sits within a wider Events & Community team which also covers Student Fundraising and Community Fundraising. The Events & Community team sits within a wider Fundraising Team that also includes grants fundraising, high value fundraising, corporate fundraising and new product development.

Internally you will work closely with our communications and database teams as well as the wider fundraising team. Externally you will work closely with event companies, fundraising platforms and logistical suppliers.

Being a strong relationship builder is key to this role.

Key Responsibilities

1. Manage a portfolio of national events including TCS London Marathon and Great North Run executing the planning, delivery and evaluation of these events
2. Inspire individuals with a connection to the cause to take on events for Meningitis Research Foundation to support our vision of a world free from meningitis
3. Deliver marketing and recruitment strategies to ensure we reach our targeted number of participants for each event
4. Deliver best in class stewardship (across phone, email, SMS and post) to all supporters ensuring they have the best experience with Meningitis Research Foundation
5. Work with the Senior Fundraising Manager (Events & Community) to ensure we maximize income potential from each event through improving key performance indicators i.e. average value
6. Develop the events portfolio by evaluating and monitoring current products and seeking out new events when appropriate
7. Manage relationships with external partners including event companies, logistical suppliers and fundraising platforms
8. Work with the Communications Team and Senior Fundraising Manager (Events & Community) to identify strong supporter stories and PR opportunities
9. Seek opportunities to share knowledge and learning with other members of the Events & Community Team
10. Identify supporters with high value potential (i.e. corporate or major donor) and ensure they are shared with the Head of Fundraising

11. With the support of the Senior Fundraising Manager (Events & Community) create and deliver budgets and KPIs targets for your area ensuring you monitor and report on progress against these budgets and KPIs
12. Other duties as reasonable requested by the Senior Fundraising Manager (Events & Community) or Head of Fundraising

General, personal & developmental

1. Maintain records on our database in a timely and accurate manner
2. Flexibility to support colleagues when needed and the ability to communicate your support needs openly and effectively
3. Work with the Senior Fundraising Manager (Events & Community) to identify professional training and development needs
4. Keep abreast of the charities work and developments in the field of meningitis and septicaemia
5. Keep abreast of sector wide trends in events fundraising through networking and external charity benchmarking

Person Specification

		Essential/Desirable
Knowledge & Skills	Strong project management skills and the ability to work on multiple projects simultaneously	E
	Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines	E
	Excellent written and verbal communication skills	E
	Excellent attention to detail	E
	IT competent including Microsoft office package, Teams and Outlook	E
	Numerate, able to understand and manage financial information	E
	Experience managing external partner relationships	E
	Experience of managing large teams of event participants (>100 individuals)	D
	Proven experience and current understanding of the events fundraising market	D
	Experience developing marketing plans	D
	Working knowledge of social media	D
	Experience using a CRM or database	D
	Understanding of GDPR and how it relates to fundraising	E
	Personal Attributes	Reliable and consistent
Effective team player with an ability to build effective working relationships		E
Sensitivity, diplomacy and empathy		E
Self-motivated and able to work on own initiative		E
Ability to demonstrate our organisational values in all areas of your work		E
General		Able to work occasional unsocial hours and a willingness to travel, occasionally overnight for events
	Full driving licence	D

This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

Terms and Conditions – Essentials

Location

Your normal place of work will be at Head Office which is currently Room 703, The Programme Building, 7th Floor, The Pithay, Bristol, BS1 2NB or home based with monthly visits to the Head Office and some travel across the UK for event days.

Salary

£23,000 - £28,000 including 2% employee pension contribution + 6% employer pension contribution. Please note our salary bands and job titles are currently being reviewed. Paid in arrears on or around 25th of each month.

Contract Type

Full time, permanent

Hours of Work

36.25 hours between 8.00am and 6.00pm Monday to Friday, with occasional unsociable hours. All time worked outside of out core hours can be reclaimed as TOIL at your managers discretion.

Annual Leave

25 days + statutory & public holidays. The Charity's holiday year runs from 1st April to 31st March.