



## Job Description

This job description serves to illustrate the type and scope of what is required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

### Section 1 - Job Details

<b>Job title</b>	Special Events Officer
<b>Directorate area</b>	Income and Engagement
<b>Department/Team (if applicable)</b>	Philanthropy and Partnerships
<b>Reports to</b>	Special Events Manager
<b>Direct reports</b>	n/a
<b>Job Location</b>	Office-based in London with some flexibility to work remotely. During event days out of hours work will be required.
Contracted hours are agreed locally with line managers	

### Section 2 - Job Purpose

Working with the Special Events Manager the Special Events Officer will support in the creation and management of a special events programme aimed at engaging major donors, corporates, and trusts. The primary objectives of the special events programme is to secure significant donations, raise funds, and increase awareness for our Stop MS appeal.

This involves organising a variety of fundraising and cultivation events, such as networking drinks, a lecture, cultivation dinners, and gala dinners, all designed to strengthen relationships and drive support for our cause.

The special events officer will work with teams across the organisation to send invitations; develop and monitor guest lists; put together guest biographies, briefing papers; and other appropriate tasks to deliver the event. They will also liaise with senior volunteers and supporters at the highest level, and establish personal relationships with key influencers, Trustees and volunteers to deliver events to a high standard.

### Section 3 - Key Responsibilities/Accountabilities

	Responsibility/Activity
1	Supporting the co-ordination and delivery of our high-quality events programme.
2	Working alongside staff, committees and senior volunteers to raise income from special events.
3	Support the special events manager in correctly tracking and recording income and expenditure for events and ensuring they are delivered within agreed budgets.
4	Monitoring and reporting on events.
5	Cross divisional collaboration and event delivery.
6	Leading on business-as-usual events and supporting on larger fundraising events.
7	Working with event suppliers, helping to source and secure high-end venues within budget, as well as working with production companies and catering, ensuring we work with the best and most cost-effective suppliers.
8	Support fundraisers to deliver income from high-net-worth audiences.

### Section 4 – Dimension of the role

Resources	Responsible for the proper use and safekeeping of data before and following an event.
Staff/Volunteers	<p>Management and briefing of volunteers before and on event days.</p> <p>Working with and co-ordination of senior volunteer and event committees during events.</p>
Budget	Support the special events manager in correctly tracking and recording income and expenditure for events and ensuring they are delivered within agreed budgets.
Key relationships	<p>Cross divisional collaboration with different teams in the organisation to support the need of the events.</p> <p>Working with external suppliers, including but not limited to venues, caterers and production.</p> <p>Working with senior volunteers, trustees and Stop MS Appeal board members.</p>

### Section 5 – Key deliverables

	Measures of success
1	Dependant on event, selling a certain number of tickets or ensuring there is a certain number of guests signed up to attend the event.
2	Working with the Philanthropy team to deliver business as usual events such as Stop MS Appeal Giving Club drinks, Annual Lecture and Carols by Candlelight.
3	Deliver engaging events to engage prospective donors and thank those who have supported already.

## Section 6 - Competencies

Competency	Level required (see below)	B	E	A	T
Fosters co-production	2		X		X
Open to change and innovation	1	X		X	
Sound decisions	2		X	X	
Collaborative working	3				X
Effective communication	3			X	X
Outcome focussed	4	X			X
Inclusivity	4				X
Accountability	4	X	X	X	X
Tech savvy	1	X		X	

Level	
5	<b>Strategic</b> – Wide advanced knowledge of organizational policies, practices and procedures across the organization or detailed theoretical, practical and procedural knowledge of a specialized area. Provides expert knowledge and insight on a range of subjects and/or groups relevant to MS and represents the MS Society externally. Translates vision, strategic aims and direction in clear terms that people can relate to and action. Makes significant and influential decisions and facilitates appropriate resources.
4	<b>Expert/ Recognised authority</b> – Demonstrates expert knowledge and relevant and appropriate professional leadership and influence. Colleagues consistently perform a task or activity to higher levels having an intuitive grasp of what is required to be delivered, how it impacts across other areas of activity and how it may be improved for the benefits of the MS Society. Colleagues have an in-depth understanding and focus upon building expertise, they are the go-to person and have a reputation for being knowledgeable in this area and are able to apply their existing skills and knowledge to new or emerging challenges.  Has responsibility for managing significant resource (people, budget etc) associated with the function/activity.
3	<b>Complex</b> - Roles with or without line management responsibility where they are required to use knowledge gained through experience, professional or technical qualification on complex information or raw data for typically non-routine problems upon which own judgment needs to be applied without further instruction or guidance to work with others to overcome obstacles and deliver outcomes across teams/department.
2	<b>Enhanced</b> - Roles with or without line management responsibility but accountable for casework/ face to face service provision/ internal/external process and or people (including volunteers) e.g. first line managers of people or process. Colleagues have knowledge of requirements of a team/function, contribute to building and maintaining successful internal and external relationships and collaborate to deliver effective outcomes. Colleagues use knowledge and understanding to organise and/or manage work, tasks and processes, can solve routine issues and contribute to the development of new practices and procedures.
1	<b>Foundation</b> – roles make an individual contribution to the MS Society with no process or line management responsibility. Colleagues have a fundamental knowledge and understanding of what is required to carry out the role and how it connects to other roles and activities. Understand what is required to be carried out and has the competence and skills to carry out the activities.

## Section 7 - Learning & Development requirements

<b>Foundation (mandatory)</b>	
<b>Additional internal learning/ courses required for role</b>	
<b>Other professional training/qualification required</b>	

## Section 8 - Person specification (knowledge, experience, skills and attributes needed for the Job)

*Those that are marked as essential and will be tested at application stage (A) will be used as shortlisting criteria for determining who will be invited to interview. There should be no more than 7 shortlisting criteria.*

Requirement	Essential	Desirable	Tested*
Experience of organising high quality special events, targeting high net worth individuals	x		A,I,P
Experience of working with volunteer committees and engaging high net worth individuals in delivering events	x		A,I,P
Experience tracking expenditure against budgets	x		A,I,P
Experience of working within and closely with colleagues to support their donor engagement.		x	I,P
Experience in managing external suppliers	x		A,I,P
Experience of working across teams to deliver an outcome.	x		A,I,P

\*Tested – A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1's and PDR)

## Section 9 – Additional Information and Requirements

<b>Confidentiality</b>	Ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.
<b>Equality, diversity and inclusion</b>	Ensure all duties are carried out in a manner which promotes the MS Society's equality, diversity and inclusion policies and practices.  As a charity whose primary focus is to support and improve outcomes for those with a disability, we expect all colleagues to be curious and innovative in identifying and removing any barriers experienced by those with disabilities whilst working with us.
<b>Health &amp; safety</b>	Promote a health and safety culture, observe all health and safety rules and procedures and complete training courses, as required.
<b>Safeguarding</b>	MS Society are committed to recruiting with care and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Background checks and Disclosed

	Barring Service checks will not be required for this role.
<b>Digital, data and Technology</b>	Competently utilise technology to perform the role including internet-based voice and video calls, Microsoft Office applications, the MS Society intranet, human resource and finance systems, case management system software and other bespoke MS Society software and applications.
<b>Key contacts/ relationships</b>	Special events manager Stop MS Appeal Board
<b>Unusual specific physical/mental demands associated with the role</b>	
<b>Travel requirements</b>	
<b>Unsocial hours</b>	During event days, event officer will need to work until the end of the event.

**Last updated (insert date) 28/08/2024**