

Job Description

JOB TITLE	Event Coordinator
TYPE OF CONTRACT	Full-time or Part-time position – 12 month contract
SALARY	Based on experience
DEPARTMENT	Laureus Sport for Good
REPORTING TO	Senior Development Manager – Event Manager
LOCATION	460 Fulham Road, London SW6 1BZ
PURPOSE	<p><i>“Sport has the power to change the world. It has the power to inspire, it has the power to unite people in a way that little else does. It speaks to youth in a language they understand. Sport can create hope where once there was only despair. It is more powerful than governments in breaking down racial barriers. It laughs in the face of all types of discrimination”</i></p> <p>Nelson Mandela, 25 May 2000, Inaugural Laureus World Sports Awards, Monaco</p> <p>Let your next career step be into one of the strongest teams in international sport for development, Laureus Sport for Good. We deliver and support more than 300 programmes across 50 countries,</p> <p>As a key member of the Development Team, the post holder will support in creating and delivering innovative and engaging fundraising events which engage existing and new supporters of Laureus, raising funds to allow the charity to fulfil its vision and mission. This will involve drawing on the considerable events, commercial sponsorship and talent management experience within the wider organisation, particularly in relation to more high profile or ambitious events. Joining Laureus at an exciting time, this individual will support to drive our events fundraising strategy for 2024 and beyond. They will be responsible for a wide variety of tasks that meet ambitious income targets and achieve growth year on year.</p> <p>The post holder will be based in Laureus Sport for Good’s (Global) head office in London.</p>

	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Supporting the Senior Development Manager to execute a portfolio of fundraising events that engage current and new stakeholders, aligned to Laureus' vision and mission • Coordinate with venues, suppliers and partners to deliver logistics for up to five annual fundraising events • Managing the supply chain and event partners with regular emails and phone calls to maintain meaningful and cost-effective relationships • Develop and undertake an effective marketing plan and timelines in order to secure maximum participation and net income • On site event and supplier support – 4 to 5 weekends a year including occasional international travel • Maintain and monitor relationships with Laureus Sport for Good supporters, through salesforce communication and engagement in events • Managing transport and hotel logistics for Laureus Academy and Ambassadors and event staff • Managing contracts and invoices with suppliers and inhouse legal and finance teams
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BACKGROUND	<p><u>Vision</u></p> <p>We use the power of sport to end violence, discrimination and inequality for children, young people and their communities. We prove that sport can change the world.</p> <p><u>Mission</u></p> <p>We fund, support, develop and implement programmes and initiatives that use sport to create equality, access and opportunity. We work across six Social Focus Areas aligned to the UN Sustainable Development Goals: Health & Wellbeing; Gender Equity; Education; Employability; Inclusion; and Peacebuilding. We promote and monitor Environmental Sustainability, Gender Equality, Safeguarding, Good Governance and Financial Transparency & Accountability. In total, Laureus contributes to more than half of the 17 UN SDGs.</p>
KEY TASKS/ RESPONSIBILITIES	<ul style="list-style-type: none"> • Support to deliver a global fundraising events calendar, including corporate golf days, private dinners, and charitable partner events in the UK and abroad • Supporting an events team responsible for a year one fundraising events profit target of €500,000 • Develop strong working relationships with the wider organisation to

	<p>maximise event opportunities and income, including Richemont events team and Laureus Brand, Commercial, Communication and Talent Management teams</p> <ul style="list-style-type: none"> • Managing transport and hotel logistics for Laureus Academy and Ambassadors and event staff • Regularly monitor and report on income and expenditure budget, putting in contingency plans as necessary to ensure successful delivery of targets • Supporting the events team with onsite logistics and guest experience, including event build and break down, supplier management and guest relations • Salesforce management to monitor and engage current supporter base (individuals and organisations), and develop new relationships through event engagement • Support with event management plans including risk assessments, major incident planning, contingency planning and major incident planning
KEY EXPERIENCE	<p>Necessary:</p> <ul style="list-style-type: none"> • Experience of delivering successful events, ideally within the charitable or sports sector • Proven budgeting and financial management skills • Experience of meeting and exceeding ambitious income and fundraising targets • Exceptional organisational and project management skills specifically related to income generating event management • Knowledge of website donation and data capture tools (e.g. JustGiving and Salesforce etc) and individual and events fundraising trends <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in event sales and sponsorship • Experience of working with high profile individuals, including from the sport, entertainment and other sectors • Experience of working with and managing relationships with high net worth individuals • Experience in Sport for Development, sport, or related fields
PERSONAL SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • People person who naturally forms relationships, builds on them and maintains them, with high level influencing skills • Ability to liaise with people of all levels and all backgrounds, including commercial/corporate, charitable and international • Excellent interpersonal skills to build and maintain relationships to achieve event and income objectives

	<ul style="list-style-type: none"> • Proactive approach to driving sponsorship and participation at events • Excellent attention to detail • Ability to work cross-organisationally with multiple stakeholders in the realisation of shared goals • Confident communicator and convenor • Fast learner, able to absorb information quickly, and learn on the job
VALUES	<p>This is a key Sport for Good team role and the person undertaking it must model the following Laureus value:</p> <p>Collaboration – we collaborate with empathy for better impact</p> <p>Honesty – we put integrity at the core of our work</p> <p>Ambition – with curiosity, we pursue innovative solutions</p> <p>Nurture – we nurture our diverse and inclusive community</p> <p>Grow – we evolve dynamically for a sustainable future</p> <p>Empower – we empower courageous change makers</p>