



Being there for *you*  
and *your family*

### SELECTION CRITERIA

**POST:** Mass Participation Events Officer  
**DEPARTMENT:** Fundraising Department

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>How &amp; When Assessed</b>
<b>Education / Qualification</b>	GCSE grade C or above or equivalent in Maths and English	<p>Educated to degree level or equivalent</p> <p>Events Management Qualification</p> <p>Events Related qualifications; e.g. first aid, risk related, marketing etc.</p> <p>Member of the Institute of Fundraising or the Hospice Income Generation Network</p>	Application Form & Relevant Certificates
<b>Skills / Abilities</b>	<p>A self-starter who can work on their own initiative.</p> <p>The ability to prioritise effectively and simultaneously manage multiple deadlines.</p> <p>Excellent relationship building skills with supporters and internal stakeholders at all levels within the organisation.</p> <p>Reporting &amp; Data Analysis</p> <p>Negotiation &amp; Selling skills</p> <p>Keen eye for detail</p> <p>Budget Management</p> <p>Able to problem solve</p> <p>Flexible and able to work outside of contracted hours as required</p> <p>Calm under pressure</p>	Ability to drive / access to a vehicle	<p>Application Form</p> <p>At Assessment Centre</p>

<p><b>Experience</b></p>	<p>2-3 years' experience in event fundraising</p> <p>Experience of managing large scale events with participant numbers exceeding 1,000.</p> <p>Experience of setting and evaluating plans and objectives.</p> <p>Experience of recruiting and managing volunteers</p> <p>Experience of writing risk assessments for complex events.</p> <p>Experience of working with a communications team delivering marketing plans and producing motivational promotional materials for events and activities.</p>	<p>Event experience preferably covering events with targets exceeding over £40,000 profit</p> <p>2 years line management experience.</p> <p>Mass Participation Event experience as a participant</p>	<p>Application Form</p> <p>At Assessment Centre</p>
<p><b>Knowledge</b></p>	<p>Knowledge of legal requirements for fundraising</p> <p>Knowledge of fundraising in the UK charity sector.</p> <p>Knowledge of the UK mass participation event sector</p> <p>Proficient in Microsoft office packages including Word, Excel, Powerpoint, Outlook and MS Teams.</p>	<p>Knowledge of local venues, suppliers, businesses or charities</p> <p>Knowledge of Raisers Edge CRM database</p>	<p>Application Form</p> <p>At Assessment Centre</p>