



Philanthropy Events Coordinator



Welcome! We're so glad you're interested in joining our team.

Who are we?

Resurgo means 'to rise up again'

We believe everyone has a part to play in the transformation of society, and if we each rise up to play our part, society will flourish.

We use our expertise in coaching and impact management to inspire and equip organisations to play a part in transforming society. We work with them to shape a strong internal culture, to deepen their external impact, and to help unemployed individuals into sustainable work.

Our work

Our award-winning **Spear Programme** equips unemployed 16–24-year-olds facing barriers to employment with the skills and mindset they need to find work and to thrive once they're there.

Our **corporate and impact coaching** delivers coaching for a range of organisations including corporate, non-profit and public sectors, and our growing **Social Impact Consultancy** helps organisations reach clarity, agreement and a sense of purpose for their unique social mission.

The next stage of our work is expansion of our existing programmes and building a national brand.

Our impact

Since its inception, the Spear Programme has worked with more than **8,500** young people, of whom **75%** are consistently in work a year later.

Our recent [Data Labs evaluation](#) with the DWP showed that taking part in the Spear Programme **reduces the likelihood of being NEET by 20%** compared to those who do not.

In 2022, we worked with 463 individuals across 52 clients through our corporate and impact coaching, including **HSBC** and **Edelman** and non-profits such as Impetus, Youth Endowment Fund and Generation UK.

Key Responsibilities

Philanthropy Events

- Work closely with team members to organise and manage the logistics for our major and mid-level donor event programme, comprising around 4-5 events a year, including the Rooftop Summer Drinks Party and November Private Dinner.
- Event management will include liaising with venue managers and suppliers both in the run up and during the event
- Work with the Philanthropy Executive to project manage on cross-income stream events, including sponsored challenge events such as the Impetus Triathlon, and Christmas Celebration Drinks.

Event Communications

- Support the Philanthropy team in putting together relevant event-related comms to all donors as required
- Manage systems and processes for fundraising events and actively look to improve and develop these alongside the Philanthropy Executive
- Manage the event side of the Salesforce database including guest list campaigns, pulling reports, creating mailing lists etc. Update the database with donor interactions, and other details in a timely and efficient manner.

Research

- Research and identify trends and news from the Events sector including new relevant venues, styles and fundraising event formats.
- Support the Philanthropy Executive in identifying trends and news from the wider fundraising sector.

Wider Philanthropy support

- With the Philanthropy Executive, project manage relevant fundraising projects such as the June match funding appeal, and community fundraising projects including from schools and churches
- Provide ad hoc support to the Philanthropy team as required e.g. support with applications and reports, and hosting volunteers at Spear sessions.





Personal qualities we're looking for...



An active Christian, passionate about personally representing the values and beliefs of Resurgo, and our mission to equip and support organisations to play a meaningful part in catalysing social change



Experience of organising large and small events highly desirable, and experience of high value/event fundraising is advantageous



Excellent written and verbal communication skills, with the ability to build good relationships with people at all levels, particularly donors or clients



Effective administration and organisational skills, with good time management and high attention to detail.



Excellent interpersonal skills with high emotional intelligence and a sense of fun



Self-motivated with the ability to work under pressure and use initiative in a fast-paced environment

Working for us

- **Salary: from £27,000 dependent on experience**
- 3 days per week, within Monday – Friday 9.30 – 5.30 with some out-of-hours work needed for events (full time may be possible depending on skillset)
- 28 days annual leave (including Christmas 'gift days') plus bank holidays
- Excellent staff development and training opportunities, including our 5-day Coaching for Leadership programme (worth £3,000)
- Regular staff prayer meetings, conferences and retreats (one residential)
- Employee Assistance Programme and the option to take advantage of Give as you Earn (GAYE) and Cycle to Work schemes.

We have a **flexible working policy** and encourage a good work life balance, alongside our culture of excellence, authenticity, and fun.

We are an **office-based organisation** and value the collaboration and opportunities to work creatively and build community that this offers us. Most of the team have the ability to **work from home** 1 – 2 days a week, depending on role, to allow focus and flexibility.

Our coaching and feedback culture

Coaching is part of our organisational fabric. We are passionate about its power to bring about robust change, and so we use coaching techniques in everything we do - whether delivering our outward-facing initiatives, or internally as our standard approach to line management, meeting facilitation, giving and receiving impactful feedback, and recruitment. We think our coaching approach makes our work better, and our culture unique.

Coaching is all about empowering an individual to come up with their own solution to a problem, by offering high-level listening and questioning techniques. If coaching is brand new to you, don't worry; all our staff receive extensive and ongoing training in coaching techniques, delivered by our team of highly experienced Master and Professional Certified Coaches. We're proud that the ICF has also recognised us as one of the top 10 organisations in the world to demonstrate the positive effects of coaching, as one of 10 finalists in the **2022 ICF International Prism Award**.



Diversity and belonging

Resurgo is built on a passion for social justice and a desire to see transformation in all areas of society. This includes in the areas of diversity and belonging within our own team.

We actively champion diversity, not for its own sake, but because we know differences in backgrounds, ways of thinking and opinions make us a stronger organisation.

Our coaching approach helps us build and maintain a culture where everyone not only has a seat at the table but feels like they truly belong there. This plays out in different ways - think meetings where your participation is encouraged and valued regardless of your seniority; line managers who really listen to you and equip you to have autonomy in your role; and a senior team who want you to be your authentic self.

We want to see our teams reflect the communities they serve but recognise that some underrepresented applicants may face additional barriers in applying for roles with us. We're committed to doing all we can to remove these, and to creating a workplace where you can see yourself fitting in and progressing.

Faith expressions

Resurgo is a Christian charity, working in a range of settings, in partnership with people from all faiths and none.

Our Christian faith underpins everything we do; it motivates and sustains us and is core to our mission. Prayer and worship are embedded into our daily working practises, and all staff are required to lead a team prayer meeting from time to time. As such, there is a Genuine Occupational Requirement for our team to be practising Christians – our team share a belief in a triune God and we welcome applications from people of all denominations and expressions of Christianity.

Beyond this, Resurgo is an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act 2010: for more information on this, please see our [Equal Opportunities and Diversity policy](#).



What it's like working for us

You'll find our team behaviours (set out below) threaded through all we do, but don't just take our word for it!



Excellence

We are committed, enthusiastic, proactive and hardworking. We go the extra mile.



Confidence

We 'believe we can', stemming from our confidence that God will equip us.



Creativity

We love trying new things, adapting, and changing tack, even when it's risky.



Honour

We always speak well of each other, champion others, and celebrate successes.



Service

We all roll up our sleeves and get stuck in, even when it's 'not our job'.



Hospitality

Relationships are important to us; we invite people in, and share generously.



Authenticity

For us, there's no 'work self' and 'home self'. We want to work with the whole, real you.



Fun

We are deadly serious about enjoying our work and taking time for a joke.



Feedback

We respect each other enough to give challenging feedback to help others grow.



Worship

We worship and pray all the time, for each other and for our work.



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I love Resurgo's culture - full of excellence with this perfect marriage of fun. It empowers us to release potential not just in our teams but with every individual we come into contact with.

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“Society today is facing huge challenges, so to be part of an organisation that believes in delivering lasting social change is inspiring”



Apply via our online portal:

<https://resurgo.bamboohr.com/jobs/> or email us for a paper version of our application form.

Deadline for applications: 12th April 2024

Process: 1st interview: w/c 15th April
2nd interview: date TBC.

Questions?

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