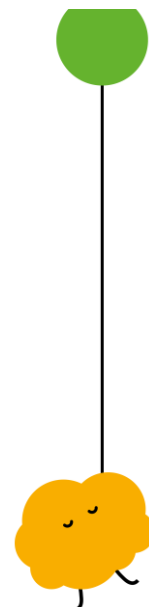


Job Description & Person Specification

Job Title: Philanthropy Events Manager
Contract: Permanent
Hours: 37.5 hours per week
Location: Flexible, with time in the London (Hammersmith) Office
Salary: £40-45k



About Starlight

Starlight is the national charity for children's play in healthcare.

We support children to experience the power of play during treatment, care and recovery from illness in more than 600 healthcare settings across the UK. Play is integral to the wellbeing of children and can make hospitals and hospices feel more welcoming, safe and a good place to thrive, ensuring children live every day even when they are sick. We know that the highest attainable standard of health can only be realised if children are supported to engage in play in hospital.

Play is often overlooked or trivialised in the healthcare system, and play professionals are often undervalued and under resourced despite the contribution they make to children's wellbeing and the efficiencies they deliver in the NHS. Play is a vital way children gain agency in their treatment, a sense of autonomy and control; and is an important way to express thoughts and feelings in a healthcare setting.

We believe that children's healthcare services should fully reflect the importance of play to their health, wellbeing, resilience and recovery, and that every child who is an inpatient should have daily play opportunities, appropriate to their condition, supported by dedicated play staff. We aim to enable all children in the UK to have their right to play protected and provided for when they are receiving healthcare – in or out of hospital.

Our Culture

We believe that our success depends upon focusing on our purpose and business results and taking individual responsibility for a culture where everyone can belong, feel safe and thrive. Our values are the agreed standards that govern our behaviour and are central to our decision-making and the choices that we make. Our development programme focuses on individual awareness of our own values, strengths, and preferences – what makes us who we are – to help all colleagues think for themselves, manage their environment, and make appropriate, balanced decisions for themselves, others and Starlight. We believe that our strength is in our differences and constantly strive towards an authentic workplace culture with equity, diversity, and inclusion as central principles.

OUR VALUES

"Our standards and the environment we create through our behaviours"

Responding to the world around us



We are inspired by the changes in the world around us. We have the freedom and courage to try something new, always learning and adapting to people's needs. It means trying stuff out, seeing what happens and pushing our boundaries.

Working together for our purpose



We aim high, think big, are imaginative and curious in everything we do. We celebrate our achievements, and we help and support each other when challenges come. We all play our part in our purpose and have fun along the way.

Taking the time to understand



We take the time to understand ourselves and our impact. We actively listen, seeking to learn and understand from everyone's experiences in life. We are open to the opportunities and possibilities this awareness brings to ourselves, others, and Starlight.

Trusted to be our best



The trust we have in each other, and our purpose guides our decisions, choices, and actions. When we are trusted our confidence grows, we ask for help, and we feel safe to be who we are. In any situation we say 'we' rather than 'they'. Most of all we trust in the Power of Play for children and adults alike.

Our Strategy and the Philanthropy Events Manager role

Through Covid and in recent years, we have been re-positioning Starlight from a wish-granting charity to a charity that supports children to experience the power of play in healthcare settings to improve their mental health and wellbeing. We are evidence-led and have unparalleled data on the importance of play and the impact of our services; we have tangible cases for support of our services which range in value from quite small to six-figure programmes and we have a very appealing visual identity which can be tailored to our activities and partnerships.

With the strategy and brand now firmly embedded, we are taking a fresh look at our fundraising strategy. Our aim is to ensure that we continue to build on Starlight's unique strengths, making sure that we create the space to grow our fundraising by creating opportunity.

By necessity, through Covid, we grouped together trusts, philanthropy, events and corporate into a single team. While a coherent and collaborative approach across these income streams is important, we recognise that we can now create more opportunity by creating separate expert teams that can focus on developing each area of fundraising.

In Philanthropy & Events, Starlight has a very strong record in delivering very successful, profitable special events. Thanks to special relationships over many years our Newbury

Race Day hosted by racing guru Nicky Henderson and his Committee; our Clay Pigeon shoot hosted by Lord and Lady Carnarvon at Highclere Castle and our biennial Blenheim Ball led by Lady Alexandra Spencer Churchill and her Committee, are recognised as sector-leading in profile and income.

Our Philanthropy Events Manager will work closely with the Head of Philanthropy & Events to further develop existing and new events. You'll be successful in this role if you are already an experienced Event Manager, who can work independently and with Committees to create exceptional guest experiences and profitable fundraising events. You'll have a strategic mindset, working with the Head of Philanthropy & Events to ensure that each event is an opportunity to further develop relationships and secure loyal support for Starlight as we develop and grow philanthropic support.

Main purpose of the job

The Philanthropy Events Manager will be responsible for planning and implementing strategic fundraising events in support of Starlight's philanthropy and fundraising strategy. You will have a strategic focus on driving an impactful events programme and supporting donor relationship strategies with the Head of Philanthropy & Events.

You'll be an experienced fundraiser, creating special moments and opportunities for guests to connect with the importance of the work of Starlight. It will be second nature to you to control costs and maximise income, while creating unparalleled guest experiences.

You'll love meeting people, making connections and have excellent interpersonal and both written and verbal communication skills. You'll thrive on working across a number of projects and be able to prioritise your workload and manage your time effectively. You'll confidently work across the Starlight Team, building strong relationships with the CEO, Directors, Trustees and Event Committee Chairs. You'll also enjoy working independently and on your own initiative when appropriate.

A high degree of flexibility will be needed for this role, and a willingness to work some evenings and weekends.

We are a small and ambitious team, punching above our weight in the impact that we have for children in hospital and making the most of every fundraising and marketing opportunity that comes our way. This means we offer a fantastic opportunity for people who are keen to develop and progress their careers, while recognising that as quite a small team it can sometimes feel like a bit of a stretch.

Key Areas of Responsibility

Event Management & Development

- The management and development of existing and new Starlight events designed to fulfil strategic objectives of raising money, stewardship of donors, recognition and thanks.
- Work with the Head of Philanthropy & Events to develop and grow relationships with event organising committees, event attendees and prospective and existing donors ensuring that every touch point with Starlight is the best experience possible.

- Work across the Starlight team to develop relevant and compelling stories and donor propositions to inspire support.
- Take initiative to secure auction prizes, sponsorship and gifts in kind for goody bags appropriate to each event.
- Plan and execute timely event follow up ensuring that every guest has the best possible experience before, during and after the event.
- Work closely with the Corporate and Trusts teams to ensure that relationship development is optimised.

Supporting the development of a philanthropic programme

- Research to identify activity, event and partnership opportunities that make sense and are aligned to Starlight's purpose and values.

The Fundamentals

- Take a lead on team administration including accurate data entry, responding to incoming queries, thanking event attendees and donors and diary management.
- Regularly monitor income and expenditure budgets and ensure that both are recorded & reported correctly, working with the Head of Philanthropy & Events to re-forecast income and expenditure.
- Take ownership for self- awareness, self-management and impact on others. Able to think for yourself, manage your environment and make appropriate, balanced decisions for yourself, others and Starlight
- Support Starlight activities when needed, this might include contributing to the development of other fundraising activities as well as attending London Marathon and events like CarFest which may involve evening and weekend work.

Management and Key Relationships

Reports to

Head of Philanthropy & Events



Key Relationships

Internal:

Directors, Leadership team, Trustees, Event Committee Trustees & senior volunteers

External:

Event attendees, donors, sponsors

Person specification

Requirement	Essential	Desirable	Evaluation*
Experience in income generating and stewardship event development, project management and delivery.	E		A & I
Experience of managing and developing relationships with senior volunteers, event committees and donors	E		A & I
Experience of creating and developing high standards of supporter care and effective stewardship to build long-term commitment.	E		A & I



Experience of working both collaboratively and autonomously, able to work on own initiative and applying appropriate judgement to when involvement from others is required	E		I
Excellent organisation, time management and administration skills, ability to juggle priorities and multi-task	E		A & I
Outstanding listening and communication skills with the ability to show empathy, tact and diplomacy	E		I
Resilient, able to cope well under tight deadlines, and experience of working within a changing environment	E		A
Experience of scoping, developing and planning new events from scratch, that meet the strategic objectives of the philanthropy programme	E		A/I
Commitment to personal development and able to manage your own environment and make appropriate, balanced decisions for yourself, others, and Starlight.		D	A/I
Commitment to Starlight's purpose and values		D	A

*I = tested at interview, A= tested via cv / supporting statement

What we offer

The opportunity and environment to be yourself and be your best. To work within a team with play at its heart. To have flexibility in where you work and the hours that you work. Personal development through our strengths and self-awareness Development Programme. A competitive salary and benefits package including ability to work flexibly between home and office, holiday entitlement of 25 days plus bank holidays increasing up to 30 days with service, office closed at Christmas in addition to holiday entitlement, matched pension contributions to 5%, life assurance, Vitality health cover, income protection, cycle to work scheme, season ticket loans.

To apply

Please apply for this role through Charity Job with your CV accompanied by a supporting statement which demonstrates how your experience matches the person specification and highlights your most relevant, recent experience for this role.

Role will close on the 11th October, and we are actively recruiting for this post on a rolling basis, allocation for interviews may happen as candidates apply, which may be before the interview dates stated above. As we may interview before these dates, we reserve the right to close the role earlier if we receive a number of high-quality applications.

Additional Information

Diversity Policy Statement

We believe that everyone has the right to be treated with consideration and respect. Starlight is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity, and productivity of each individual. We aim to ensure that all staff, volunteers, donors, partners, contractors, and the public are treated fairly. This will be regardless of sex, sexual orientation, gender, marital or civil partnership status, ethnicity, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status. Starlight actively welcomes candidates from diverse backgrounds. If you are invited to an interview and need any adjustments made or have particular access needs, please let us know at that stage.

Shortlisting

Starlight is an equal opportunities employer, and we are committed to ensuring all applications are treated fairly. All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an interview on or before the dates in this document, please let us know on application if you have any difficulty with the dates. You will also be advised at this point if there will be any skills test, presentations etc. We may appoint to the role before the stated closing date if a suitable candidate is identified.

Employment Checks

All offers of employment are made subject to the following criteria: proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, enhanced DBS and two most recent references.