



**SPECIAL EVENTS  
MANAGER -  
CULTIVATION &  
STEWARDSHIP**



# JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

## WE HAVE THREE ORGANISATIONAL VALUES:

1. We work in partnership
2. We are trusted experts
3. We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible. If you need any additional support to help you through this process, please let us know by sending an email to [jobs@actionagainsthunger.org.uk](mailto:jobs@actionagainsthunger.org.uk)

## CHECK OUT OUR SOCIAL CHANNELS:



AAH\_UK



Action Against Hunger UK



actionagainsthungeruk



Action Against Hunger UK



[actionagainsthunger.org.uk](http://actionagainsthunger.org.uk)



## ROLE DETAILS

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|               |  |
|---------------|--|
| Job title:    | Special Events Manager – Cultivation & Stewardship   |
| Grade:        | PO1  |
| Department:   | Fundraising & Communications   |
| Reports to:   | Head of Special Events   |
| Job location: | London HQ (North Greenwich). Core office day Tuesday with another agreed by team. Work from home 3 days. |
| Duration:     | Permanent  |
| Hours:        | 37.5 per week  |
| Salary band:  | £40,566 - £43,382 per annum<br>Start Date- ASAP  |

## JOB PURPOSE

Our Fundraising & Communications department has grown to a talented and passionate team of 35 people. We're proud of our commitment to building the highest quality of relationships with our supporters and to growing our portfolio of established and developing fundraising activities.

As the Special Events Manager you'll be part of a close-knit special events team, who plan and deliver a portfolio of exciting and unique fundraising and cultivation events.

Under the guidance of the Head of Special Events, you will support on the innovative development of the special events portfolio, incorporating and delivering fresh and exciting stewardship and cultivation opportunities within the calendar.

You will work closely with the Philanthropy & Partnerships teams to design and plan events that inspire, engage, and educate our major donors, corporate partners and prospective supporters. These events are all about helping our key audiences understand our mission and inspiring future support.

By combining our unrivalled humanitarian expertise with our unique relationship with the food and hospitality industry, the postholder will seek access to the most exclusive chefs and venues to create truly money-can't-buy experiences for our supporters. These will range from intimate dinners, carol concerts, webinars, pledging moments and panel discussions with experts from around the world.

# KEY DUTIES AND RESPONSIBILITIES

## **Strategy & Calendar design:**

- Support the Head of Special Events in the strategic development of the special events portfolio, maximising opportunities in our networks, focusing on innovation and ensuring new ideas and plans are centred around audience understanding and engagement.
- You'll work strategically with other fundraising teams to develop and implement a bespoke supporter journey for all key event stakeholders, including guests, chefs, corporate contacts and event hosts.
- Develop sector networks to forge beneficial relationships, keeping fully abreast of relevant trends and developments.

## **Event Planning:**

- You'll take charge in planning exciting and unique cultivation & stewardship events to enhance our relationships with key audiences including high-net-worth individuals, corporate partners and trusts and foundations.
- You'll work with Communications to design the messaging and assets that will engage and inspire our supporters.
- You'll source and manage key third-party suppliers critical to event success, including venues, catering, tech/logistics etc.
- You'll manage activities to budget and cross team KPIs as well as produce event review reports to identify learning and provide insight for future decision making.

## **Managing relationships:**

- You'll work in partnership with our Ambassador Relations Manager to connect valuable donors and chefs close to the charity, and to create bespoke experiences.
- You'll manage relationships with our gifts-in-kind supporters to make sure we keep securing event venues, prizes and other services at little or no cost to maximise our fundraising.
- You'll research new gift-in-kind needs and secure these products or services.
- In collaboration with your Fundraising counterpart you'll generate and lead on the delivery of significant beneficiary event opportunities.

The above list of key duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post, inclusive of admin support on their own and other team members' events where needed.

# PERSON SPECIFICATION

## EXPERIENCE REQUIRED

### ESSENTIAL

- 3+ years event management experience
- Experience of writing engaging content, for example, scripts, event briefs, invitations and emails
- Providing excellent stewardship and maintaining productive relationships with key event stakeholders, including event committees, attendees, hosts, chefs etc.
- Creating solutions or responses to problems related to event coordination
- Experience of supporter, customer and/or supplier relationship management
- Experience of multi-tasking and prioritising activities
- Experience of working under pressure and to tight deadlines
- Experience of working in a team
- Demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion.
- Committed to equality, diversity, and inclusion.

### DESIRABLE

- Demonstrable interest and/or experience in international development
- Strategic development and implementation of new event concepts
- Producing events in the charity sector
- Communicating and working with high value donors and high profile individuals
- Working with a database to manage an event, preferably Raiser's Edge

# THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- We're all about work-life balance and are flexible so you can manage work around your needs
- if you are based in the UK we'll enrol you in our workplace pension scheme, and contribute 7% to it every month if you put in at least 4%.
- Interest-free season ticket and personal loans (subject to eligibility)
- Payroll giving scheme
- Ride-to-work scheme
- Private medical insurance
- Free health cashback scheme, including dentist and optician appointments
- Discounted gym and health club membership
- Online shopping discount scheme
- Annual staff recognition awards with gift voucher prizes
- Employee advice line – free confidential access to financial and legal advisors
- Telephone and online counselling sessions
- Organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service
- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year
- Enhanced maternity and paternity pay
- Up to five days paid carers' leave
- Up to 24 hours paid leave per year for employer-supported volunteering
- It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate's current or most recent salary is higher, we'll increase our offer within the advertised range (subject to our standard referencing process).
- If you require additional support or reasonable adjustments to enable you to participate in our recruitment process, please don't hesitate to email Maria Franklin, HR Director, at [m.franklin@actionagainsthunger.org.uk](mailto:m.franklin@actionagainsthunger.org.uk)
- As part of our recruitment process we collect and process some personal data about candidates. We're committed to being transparent about how we collect and use this data. For more information see our [candidate privacy policy](#).

## **Our values and commitment to safeguarding**

Action Against Hunger UK is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and local communities with whom Action Against Hunger UK engages. Action Against Hunger UK expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Action Against Hunger UK also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, you confirm your understanding of these recruitment processes.





**"MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.**

**"ACTION AGAINST HUNGER HAS HELPED US A LOT."**

**- Medina, Somalia**

