

**NSPCC**



**Together,  
we'll change  
children's lives**

**EVERY CHILDHOOD IS WORTH FIGHTING FOR**

Registered charity numbers:  
216401 and SC037717.

## Job Description

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Job Title: Special Events Fundraising Executive

Directorate: Income Generation / Engagement and Fundraising

Team/Department (if specific): Special Events / Volunteer Board Fundraising

Date Written/ Amended: 09/06/2026

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## Context and Background

At the NSPCC, we believe every childhood is worth fighting for. With over 100 years of experience, and the collective strength of our staff, volunteers, supporters, and partners, we're working to end child abuse and neglect for good.

Over 90 percent of the NSPCC's income comes from voluntary donations, so we rely on the incredible generosity and commitment of all our supporters, large and small.

You'll work as part of one of many teams, which focus on engaging our supporters and ensuring they continue to give their support. You will do this by supporting on high value fundraising events and activities.

The varied role sits within the Volunteer Board Fundraising team which leads income generation through regional and national volunteer boards, volunteer-led fundraising initiatives and delivery of special events through our high value event committees. These activities play a vital role in maximising sustainable income, engaging senior volunteers, and supporting long-term supporter relationships.

## Job purpose

- To contribute towards achieving the team's objectives by providing event logistics, finance and admin support to the team.
- To support the team in delivering the agreed departmental strategy, goals and fundraising budget.
- To work effectively with other departments in fundraising and other functions within the NSPCC to maximise income for children.

## Key relationships - Internal

- A member of the Special Events team, reporting to a Team Manager
- Works closely with other colleagues in the team, the Partnerships Department and the wider Income Generation Department to develop and progress key relationships and events
- Proactively engages with staff in other NSPCC Directorates

## Key relationships - External

- Provides professional customer service to NSPCC supporters and potential supporters, such as event committee members
- Builds relationships with NSPCC supporters and external contacts
- Builds relationships, negotiates and liaises with NSPCC event suppliers.

## Main duties and responsibilities

- To support Senior Event Managers with the development and delivery of their events, by attending committee meetings, carrying out tasks such as securing prizes, recruiting volunteers, managing small suppliers and completing admin tasks to agreed standards and deadlines.
- To support the Senior Event Managers by building effective relationships with senior volunteers by attending committee meetings, typing up meeting minutes
- To carry out research for the development of events, such as researching new venues and prize partners.
- To draft and produce written correspondence such as letters, impact reports and other documents as required, using word processing, databases and spreadsheets to required standards.
- To undertake and lead specific fundraising projects as required to support the department's fundraising.
- To organise and co-ordinate logistics for internal and external meetings on behalf of the team.

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- To maintain an efficient record keeping system for the team, including current and archived files, using appropriate manual and electronic systems such as Raisers Edge.
- To provide financial administrative assistance to budget holders, including processing invoices, placing orders, undertaking financial analysis, cash handling and banking in line with NSPCC policies and procedures.
- To undertake the sourcing and compilation of mailing lists as well as the selection and processing of mailings in an effective, efficient and timely way.

## **Responsibilities for all Staff within the Income Generation / Engagement and Fundraising**

- A commitment to safeguard and promote the welfare of children and young people
- To update databases and supporter information systems on a regular basis in line with Data Protection legislation and NSPCC policy and procedures.
- To actively participate in regular department and team meetings, contributing to strategy, discussions and decisions which will be beneficial to the Directorate and wider NSPCC activities.
- To adhere to all the NSPCC's service standards, policies and procedures.
- To evidence an understanding of and commitment to the demonstration of the NSPCC's values.
- To maintain an awareness of and comply with NSPCC data protection regulations and to ensure currency of changing GDPR regulations.
- To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- To work in a manner that facilitates and encourages inclusion.
- To be pro-active in identifying ways to improve personal and team performance
- To maintain an awareness of own and others' Health and Safety and comply with the NSPCC's Health and Safety policy and procedures.
- A commitment to safeguard and promote the welfare of children, young people and adults at risk.

- To take personal responsibility for keeping up to date with NSPCC work to end cruelty to children, including securing updates on project and service developments and general NSPCC news.

## Person specification

1. Experience of successfully working in a customer focussed environment and confidently liaising both across teams internally and with senior contacts externally to support departmental activities.
2. To deliver a high standard of relationship management to Senior Volunteers by thoroughly preparing and following up from meetings, accurately recording income and keeping accurate records of supporter and event activity.
3. Experience of building effective relationships through face to face interactions with internal and external stakeholders.
4. Well developed written and verbal communication skills to deliver fundraising pitches, ideas and event updates to a range of audiences in a clear, inspiring and confident way.
5. Ability to organise and plan own work, juggle competing demands, manage projects and establish clear timelines and priorities in order to meet agreed objectives.
6. Ability to work collaboratively; demonstrating an understanding of other team member's goals and priorities. Works well with others as part of a team, giving support, and recognising and drawing from expertise in others.
7. Ability to collect data from various sources, analyse findings and present them clearly and accurately in a way that meets desired outcomes.
8. Good numeracy skills in entering and recording financial data and interpreting, analysing and presenting financial data in clear and accurate formats.
9. Proficiency in using Windows based software packages including word processing, spreadsheets, email and the internet. Experience of Raisers Edge or a comparable fundraising CRM package is desirable but not essential; training provided.

## Safer Recruitment

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of all children and adults at risk.

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Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about candidates to ensure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- Always seek to recruit the best candidate for the role based on merit including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- Committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability and who meet the minimum requirements in the person specification of the vacancy they are applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates who declare disabilities to start working or volunteering their time with us.
- Any current member of staff or volunteer who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18's joining the organisation will have ongoing risk assessments to ensure their role and activities are safe and appropriate.

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- All documentation relating to candidates will be treated confidentially in accordance with the GDPR legislation.