



SPECIAL EVENTS OFFICER



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

CHECK OUT OUR SOCIAL CHANNELS:



AAH_UK



Action Against Hunger UK



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actionagainsthunger.org.uk



ROLE DETAILS

Job title: Special Events Officer

Grade: Scale 6

Department: Fundraising & Communications

Reports to: Senior Special Events Manager

Job location: London HQ (North Greenwich). Core office day Tuesday with another agreed by team. Work from home 3 days.

Duration: Perm

Hours: 37.5 per week

Salary band: £32,584 - £34,483

JOB PURPOSE

As the Special Events Officer 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 direction of the Senior Special Events Manger, you'll lead on three areas that are essential to the smooth-running and success of the special events team: providing essential administrative support; taking charge of managing relationships with our gifts-in-kind supporters; and leading the planning of our supporter cultivation events.

You'll be the go-to person making sure all our events run like a breeze. Your job is to keep things on track – from managing guest lists and handling invoices, to making sure our finances are in check. You'll also be behind the scenes, managing volunteers and making sure all our event information gets onto our supporter database (Raiser's Edge). Your support is what keeps our events ticking.

You'll also build and nurture some wonderful relationships with our generous gifts-in-kind supporters, to ensure that we can secure event venues, exciting auction prizes and other services at little to no cost. Effective stewardship of these relationships is the key to getting the most out of our events and maximising our profit.

Finally, you'll bring together other fundraising teams and lead on the planning of our supporter cultivation events. These events are all about making our key audiences understand our mission and encourage future support. In addition, you'll support third-party fundraising events to maximise their potential and help create those lasting connections.

KEY DUTIES AND RESPONSIBILITIES

Provide administrative support to the Special Events Team to ensure successful planning, delivery, and review of our events:

- You'll lead on handling gifts and invoices in a timely manor, and work closely with the finance team
- You'll track and monitor income, watch expenses and make sure we stay within our event budgets
- You'll keep our supporter database (Raiser's Edge) updated with key information, including our guests attending our events
- You'll keep an eye on our special events email inbox, reply promptly to all questions and tackle any problems
- You'll team up with the Digital Marketing Manager to keep our special events website pages up to date and engaging
- You'll help put together our event brochures: writing catchy content, finding pictures and logos, gather prize information and give drafts a proof read
- You'll help manage event volunteers including writing volunteer briefs
- You'll do some research to help us plan exciting and unique events
- You'll join in the discussions analysing the events, which will help inform the post-event reports
- You'll help the special events team with other support as required from getting things ready beforehand, to helping out on the big day/night of the event setting up and breaking down

Managing relationships:

- You'll manage relationships with our gifts-in-kind supporters to make sure we keep securing event venues, sponsorship, 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

Lead event planning:

- You'll take charge in planning exciting and unique cultivation events to enhance our relationships with key audiences including high-net-worth individuals, corporate partners and trusts and foundations
- You'll design and write the content for each event that will engage and inspire our supporters
- You'll be the team player linking up with relevant teams to plan, deliver, and review these events
- You'll put together reports analysing how these cultivation events went
- You'll jump into action when third-party fundraising events pop up, making sure they raise as much money as possible

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.

PERSON SPECIFICATION

EXPERIENCE REQUIRED ESSENTIAL

- Experience of event administration
- Experience of writing engaging content, for example, event briefs, invitations and emails
- Experience of supporter, customer and/or supplier relationship management
- Experience of providing a high standard of support in a customer service or supporter care environment
- Knowledge or experience of fundraising through events
- Experience of multi-tasking and prioritising activities
- Experience of working under pressure and to tight deadlines
- Experience of working in a team

DESIRABLE

- Experience of working with a database
- Experience of co-ordinating data
- Experience of planning and managing events

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
- We'll enrol you in our pension scheme, contribute 6% to it every month and give you free Group Life Cover, 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
- We operate an incremental pay structure. It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate can demonstrate their current or most recent salary is higher, we'll increase our offer within the advertised range.

“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

