

# Providing worldwide life-changing action



## Candidate Brief Pack

Fundraising Events Co-Ordinator



We're an  
Age-friendly  
Employer

[worldjewishrelief.org](http://worldjewishrelief.org)

# Who we are

World Jewish Relief provides life-saving and life-changing action to people in crisis around the world. Founded in 1933 and proud to have rescued over 65,000 Jews fleeing the Nazis, World Jewish Relief today supports vulnerable people from marginalised communities, suffering the consequences of conflict and disaster. We work with our trusted local partners to help people survive the consequences of conflict and disaster, to thrive and rebuild their lives. We deliver programmes using our expertise, with urgency to achieve maximum and sustainable impact for those within and beyond our community.

Our ambition is to significantly expand the scale and reach of our work over the next 5 years particularly to address the challenges of conflict, climate change, population movement and economic development. The Russian invasion of Ukraine, a changing humanitarian system, the impact of climate on vulnerable communities, global migration pressures and refugee resettlement in the UK significantly influence our direction of travel.

Last year we assisted over 220,000 people in 23 countries worldwide with life changing interventions. All of our programmes are delivered in partnership with local organisations rooted in their own communities.

Our philosophy builds on this heritage and our Jewish values insist we support those both within and beyond the Jewish community in many of the world's harshest environments recognising the dignity and potential of all people. Justice, Kindness, Welcoming the Stranger and Repairing the World are intrinsic values upon which our identity and decision making is based.



**“World Jewish Relief provides life-saving and life-changing action to people in crisis around the world.”**

Paul Anticoni, Chief Executive



# Why World Jewish Relief

Dear Candidate,

World Jewish Relief is the Jewish community's international development and humanitarian agency. We tackle Jewish poverty and reach beyond our community. We create opportunities for those out of work to become self-reliant; we bring dignity to the elderly and we respond to international disasters.

Last year we assisted over 220,000 people in 23 countries worldwide. All of our programmes are delivered in partnership with local organisations rooted in their own communities. Our Jewish values compel us to support those both within and beyond the Jewish community in many of the world's harshest environments, recognising the dignity and potential of all people.

We pride ourselves on having a talented, welcoming and high performing team that recognises the critical role that each and everyone plays in achieving our goals. If the role of **Fundraising Events Co-Ordinator** appeals to you then we will look forward to receiving your application.

Kind regards

A handwritten signature in black ink that reads "Paul". The signature is written in a cursive style and is underlined with a single horizontal line.

Paul Anticoni  
Chief Executive

# About the department

The post holder will join World Jewish Relief's energetic and ambitious fundraising team. With an annual income target of circa £10M, this is a fast paced, busy department made up of 11 individuals working across a wide range of portfolios, including: trusts and foundations, institutional funding, major donor fundraising, individual giving and legacies, online matched funding campaigns, and high-profile events, donor acquisition and engagement.

As we continue to respond to Russia's protracted invasion of Ukraine, the global refugee crisis, and new emergencies, it is critical our fundraising team continues to strengthen our supporter base, grow our audience, and increase income generation significantly to fund the growing needs of our programme portfolio globally.

## The Role

We are seeking a Fundraising Events Co-Ordinator who is looking for an exciting and challenging role, working within a fun and dynamic events team, to assist in the smooth running and successful management of our well established and growing events portfolio. She or he will be enthusiastic and motivated, have experience in planning and delivering both small- and large-scale fundraising events to a high standard, as well as excellent administration, communication, organisational and teamwork skills. The ability to work in a fast-paced environment and use initiative to problem solve is essential. The post holder will be instrumental in ensuring that all World Jewish Relief events are of the highest standard and delivered with immaculate care and precision, working alongside members of the fundraising, communications and programmes teams, as well as with committees and Board members. This role is critical in ensuring that World Jewish Relief continues to grow and engage a wide-ranging audience, raising funds in support of our inspirational projects and programmes worldwide.



# Specific responsibilities

- Support the Head of Events and Events & Campaigns Administrator & Analyst in the planning, coordinating, administration and delivery of World Jewish Relief events including our flagship Annual Dinner.
- Manage and lead on the planning of smaller engagement and fundraising events both in person and online, liaising with external venues, suppliers and event guests and managing the administration process.
- Ensuring that RE NXT is maintained accurately in relation to event audiences.
- To provide support and oversee World Jewish Relief's Young Committee by assisting with the delivery of their events and attending committee meetings
- Liaise with colleagues and partners to organise supporter Insight Trips: creating itineraries, booking transport and managing all details.
- Support and assist donors who are planning events to raise funds for World Jewish Relief, attending their events and providing marketing materials and any other help needed.
- Work with the Communications team to organise World Jewish Relief's participation at communal events and attend these events, representing the organisation.
- Manage and lead on stewardship of World Jewish Relief runners in the London Marathon and other challenge event activities, liaising with suppliers, participants and coordinating as necessary on the day.
- Work with the Director of Philanthropy and other members of the fundraising and marketing team to launch and deliver a new fundraising initiative supporting World Jewish Relief's Home Repairs programmes in Ukraine, bringing this critical work to the attention of a mass audience and raising much needed funds.

# The Person

You will be able to demonstrate the following:

## Education and Qualifications

### Essential

- A-levels or equivalent.

## Knowledge and Experience

### Essential

- Proven experience in event planning, coordination and delivery to a high standard, preferably within the non-profit sector.
- Demonstrable knowledge of event fundraising techniques and sector trends.
- A proven track record of developing and executing successful fundraising events.
- Significant administrative and organisational experience.
- Experience using a database (ideally Raiser's Edge) to the highest level, both to record information and to analyse it.
- Experience in successfully managing numerous priorities at one time, meeting tight and non-negotiable deadlines.

### Desirable

- Knowledge and previous use of event technology and running online events.

## Skills and Abilities

### Essential

- Excellent communication, interpersonal, and organisational skills.
- The highest level of administrative skills, impeccable accuracy and attention to detail.
- Strong written and verbal communication skills, able to communicate to a wide range of stakeholders.
- A systematic approach to all that you do.
- The ability to use your own initiative, make quick and independent decisions where necessary and to work under pressure.
- Can do attitude and a team player.

## Other

### Essential

- A commitment and empathy to the work and values of World Jewish Relief.
- Ability to work additional hours according to event demands.

# Employee Benefits:

- 23 days holiday plus bank holidays and Jewish holidays. After 2 years' service holiday entitlement increases to 25 days.
- Pension scheme - we contribute 5% to the World Jewish Relief pension scheme.
- Life Insurance - up to 3 times salary to nominated beneficiaries.
- Health Cash Plan - cash back to cover the costs of dental treatment, optical care, specialist consultations and a range of complementary therapies.
- Enhanced maternity & paternity pay.
- Employee Assistance Programme - free, confidential advice or support with any personal or work related concerns or free counselling if needed.
- Season ticket / travel to work loan.
- Cycle to Work Scheme.
- On Friday the office closes at 3pm.

## Terms and conditions

**Salary** £30,000 - 33,000 dependent on experience.

**Contract** Full time, permanent

**Hours** Normal hours of work are 9:00 am to 5.30 p.m. Monday to Thursday and 9.00 am to 3.00 p.m. on Friday

**Location** Location: Hybrid working between our offices in NW2 and working from home. We encourage flexible working/working from home when and where appropriate.

## Safeguarding

World Jewish Relief is participating in the Inter-Agency Scheme for the Disclosure of Safeguarding-Related Misconduct in Recruitment Process within the Humanitarian and Development Sector. We will therefore seek information about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed when we obtain references from successful applicants.

## Equality, Diversity and Inclusion

World Jewish Relief promotes equality, diversity and inclusion in our workplace. We invite and welcome applicants from diverse backgrounds. We encourage applications from candidates of different ethnicities, socio-economic backgrounds, race, gender, age, disability, sexual orientation and of faith or none that meet the criteria set out for this role.

You don't need to be Jewish to work for us, but you must be committed to our faith based values of Justice, Kindness, Repairing the World and Welcoming the Stranger. We are inspired by these values to work beyond our community, recognising the dignity and potential of all people.



## How to apply:

As part of your application, we ask you to demonstrate your suitability for the role by answering the following questions in your cover letter:

- Why does this role appeal to you and what skills do you have that will help you to excel in this role?
- What do you think makes a successful fundraising event?

**Closing date: Monday 23rd September 2024**

