



## Events Fundraiser (1 Year Fixed Term Contract)



<b>Salary:</b>	Grade 6 (£23,057 to £27,124 pro rata)
<b>Hours:</b>	Hours to be agreed based on applicant's availability (we require 22.5 to 37.5 hours per week, flexibility includes regular evenings and weekends)
<b>Accountable to:</b>	<b>Director of Income Generation</b>
<b>Responsible to:</b>	<b>Head of Fundraising</b>

### **Job Summary**

The post holder will generate income for Overgate Hospice by building a successful events programme across Calderdale. You will need to build upon and maintain the existing events programme whilst motivating the fundraising team and the wider Hospice during event season.

The Event Fundraiser is a key member of the fundraising team and will assist the Senior Fundraising Manager and Head of Fundraising in the management and delivery of the annual events programme.

### **Minimum Qualifications / Experience Required**

- Experience of working in a busy office environment
- Experience of working in events or fundraising.
- Experience of budgets and targets

## **Key Working Relationships**

Small events team

Fundraising team

Retail team

Volunteers, committees, and local community

Marketing and Communications team

## **Duties and Responsibilities of the Post:**

Maintain and implement the current full programme of events to maximise profit.

Work independently and part of a team to organise successful events within agreed minimum standards, achieving appropriate individual and team targets

Lead, research and develop new events, identifying any new opportunities to the Hospice.

Arrange suitable publicity and promotion for each fundraising event or initiative, developing publicity materials and arranging mailings working in line with the marketing and mailing plan.

Lead on a wide range of fundraising events, end to end event management, target and budget management, and event evaluation.

Monitor and analyse financial income and expenditure reports for each individual event, ensuring forecasted income has been received and banked within the predicted timeframes. Adhere to and monitor agreed budgets including negotiating with suppliers and sourcing gifts in kind where relevant

Be an active member of the Hospice fundraising team providing support to the Senior Fundraiser and Head of Fundraising.

Develop and maintain links with fundraising personnel in neighbouring hospices and attend regional fundraising meetings

Work with the Senior Fundraiser and Head of Fundraising to ensure all event health and safety laws are adhered to and all event risk assessments are carried out and signed off.

Responsible for managing relationships with colleagues, key stakeholders and volunteer led fundraising committees to secure expertise and support in delivering and driving forward events.

Keep up to date on charity law and fundraising developments across the sector by networking with other organisations, undertaking training and abiding by the Charities Act and Fundraising Regulator codes of conduct.

Administer and manage the necessary manual and donorflex systems and processes that will support the efficient delivery of the events fundraising team objectives, including accurate, timely recording and effective use of databases and recording system.

Work with the Head of Fundraising on community and other income stream fundraising to share expertise and skills to grow fundraising income generation.

Support all other areas of income generation.

Other duties as asked by line manager.

### **Safeguarding Children and Adults at Risk**

All Hospice staff are required to act in such a way that at all times safeguards the health and well-being of children and adults at risk. Familiarisation with and adherence to the Hospice safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

### **Valuing Diversity and Equality**

All employees should carry out their duties in accordance with the values and principles of valuing diversity and equity of provision. It is the responsibility of all employees to support the Hospice vision of promoting a positive attitude to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Hospice's Equal Opportunities Policy.

## **PERSON SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Experience</b>			
Events or fundraising experience.	*		Application
Experience of working in an office environment	*		Application and interview
Experience of working to timescales and deadlines	*		Application and interview
Experience of representing an organisation in a professional manner	*		Interview
Experience of budget setting and implementation.	*		Application and interview
<b>Skills/Abilities</b>			
Good timekeeping	*		Interview
Excellent interpersonal skills	*		Interview
Computer literate and proficient in the use of Microsoft Office suite of programs	*		Application and interview
Ability to communicate verbally and in writing	*		Application and interview

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Ability to work in a team which includes volunteers	*		Application and interview
Ability to maintain confidentiality	*		Interview
Excellent attention to detail	*		Interview
Excellent organisational skills	*		Interview
Ability to motivate and persuade people from a wide range of backgrounds			Interview
Knowledge of the local area.		*	Application and interview
Knowledge of major fundraising techniques		*	Application and interview
<b>Personal Attributes</b>			
Understanding of and empathy with Hospice environment	*		Interview
Ability to deal with conflicting demands and pressures	*		Application and interview
Team player who earns the trust and respect of colleagues	*		interview
Positive professional approach and image	*		Interview
Commitment to the purpose and values of Overgate Hospice	*		Interview
Emotionally Resilient	*		Interview
Willing to undertake further education and training to meet the demands of the role	*		Interview
Ability to work flexible, frequently unsocial hours	*		Interview
Flexible approach	*		Interview
Clean, current driving licence and access to own transport for use at work	*		Application