



JOB DESCRIPTION	Fundraising Events Officer
LOCATION	Bristol
JOB TYPE	Part Time Maternity cover position
RESPONSIBLE TO	Head of Corporate Partnerships
DIRECT REPORTS	N/a

It is an exciting time at Together for Short Lives, as we strive to achieve our vision that all children and young people in the UK with life-limiting and life-threatening conditions, and their families, have as fulfilling lives as possible and the best care at the end of life.

This role will help us to achieve this vision by delivering a diverse annual calendar of events. You will market and deliver a wide range of challenge, sporting, corporate and DYOT events, attracting new supporters and providing exceptional donor care.

Based at our offices in Bristol, you will be working closely with colleagues across the fundraising team and wider organisation. You will be highly organised, motivated, creative and enjoy working under pressure and to deadlines. Most of all you will be determined to help our events programme and fundraising grow.

Main objectives of post

- To develop, plan and implement the events calendar, covering a wide range of challenge, sporting, corporate and DYOT events
- To market the events calendar, and deliver promotional plans for specific events
- To provide exceptional supporter care to our events participants, maximising income and supporter engagement

Key tasks

- Deliver the annual events calendar, working closely with third party events providers
- Develop Together for Short Lives own event portfolio, exploring new opportunities and evolving our current events
- Deliver our annual corporate trekking challenge event 'Together we Trek' working closely with the corporate team to develop and market the event
- Deliver bespoke corporate challenge events in support of our key corporate partnerships
- Attend key events and coordinate cheer stations as required
- Ensure that all events have suitable risk assessments, adhere to the law and that adequate health and safety measures are in place
- Implement a marketing plan for the events calendar and specific key events, creating promotional materials to attract and recruit event participants
- Responsible for the design, print and distribution of promotional materials for relevant events
- Provide exceptional supporter care to maximise participants' enjoyment, fundraising and engagement with Together for Short Lives
- Manage event budgets, working towards agreed targets and regularly report on performance
- Support Fundraising and Database Administrator to manage participant records on the database, and implement individual communications programmes where relevant, and monitor merchandise stock levels and fundraising materials

General responsibilities

- Be flexible and work to departmental objectives
- Present to internal and external meetings as required
- Liaise with other departments within Together for Short Lives as necessary
- Attend events and activities throughout the UK on behalf of Together for Short Lives, as and when required
- Ensure that record keeping is efficient and effective in order to fulfil the requirements of the whole department
- Produce budgets and financial monitoring reports as requested
- Keep abreast of market trends and developments in events fundraising
- Adopt a positive approach to personal and professional development, engaging in regular one to one meetings and an annual performance review with the Head of Corporate Partnerships

- Be aware of, and act on, relevant health and safety responsibilities as an employee of Together for Short Lives, and adhere to these wherever you are working
- Work effectively with volunteers, giving support and guidance as required
- Carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager
- Carry out your work in a way that is consistent with the Together for Short Lives Values

Fundraising Events Officer - Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Education to degree level or equivalent 	<ul style="list-style-type: none"> • Professional Events Management Qualification • Health & Safety Qualification
Experience	<ul style="list-style-type: none"> • Proven experience of managing and organising successful events • Experience in dealing with Health & Safety and Risk Assessment • Experience in managing a number of projects at one time • Experience of liaising with external organisations 	<ul style="list-style-type: none"> • Experience of working within a charity • Experience of organising fundraising events • Experience of marketing and designing marketing materials • To have experience of using a database to manage participant data
Abilities & skills	<ul style="list-style-type: none"> • Proven ability to plan and manage projects from conception to completion • The ability to communicate and motivate supporters and key audiences on a face-to-face basis as well as by post, telephone and by any other appropriate methods • Excellent written skills with the ability to explain, promote and present Together for Short Lives' activities in clear, succinct and persuasive language • Ability to design and write engaging and creative resources • Excellent verbal communication skills with the ability to talk confidently to supporters • Ability to use a fundraising database to record information on potential supporters and analyse and manipulate data to plan future action and activities • Enthusiasm and ability to work as a team and across income streams • Ability to manage the production of 	<ul style="list-style-type: none"> • Ability to make presentations to varying audiences • Ability to develop and deliver creative fundraising ideas for various stake holders • Experience of ThankQ database • Experience of InDesign

	<p>his or her own correspondence and filing, including the ability to use word, excel and powerpoint.</p> <ul style="list-style-type: none"> • Availability to attend evening and weekend events 	
Knowledge & understanding	<ul style="list-style-type: none"> • To possess, or to have the motivation to develop, a thorough knowledge of the work of Together for Short Lives and the children's palliative care sector • Understanding of the need to work in co-operation with fundraisers from children's hospices and other members • Empathy towards the ethos of the children's hospice movement 	<ul style="list-style-type: none"> • Knowledge of the not-for-profit sector
Personal Qualities	<ul style="list-style-type: none"> • Good organisational ability • Creativity and imagination • Determination, tenacity and persuasiveness • Influencing and negotiating skills • Have a flexible approach to work • The ability to work under pressure and to deadlines • Committed to working with and supporting volunteers • Commitment to demonstrating the Together for Short Lives Values in your work 	
Other	<ul style="list-style-type: none"> • Willingness to travel, including overnight stays 	<ul style="list-style-type: none"> • Driving licence



OUTLINE CONDITIONS AND TERMS OF EMPLOYMENT

Fundraising Events Officer

Hours:	21 hours per week
Location:	Bristol
Holidays:	25 days per annum plus Bank Holidays
Salary:	£26,540 Pro rata
Pension:	6.5% contribution from Employer, 5% Employee contribution
Line manager:	Head of Corporate Partnerships

TOGETHER FOR SHORT LIVES EQUAL OPPORTUNITIES POLICY STATEMENT

Together for Short Lives is striving to be an equal opportunities employer.

In line with the current legislation, as an employer of staff and as a deployer of volunteers, we aim to ensure that all job applicants, staff and volunteers do not suffer unfair discrimination because of their race; colour; nationality; ethnic origin or religious belief; social class or caste; age; disability; sexual orientation; marital status; family situation; or gender.

We aim to ensure that all people with whom we work are valued for their contribution and are given the opportunity to realise their full potential within the organisation.

Together for Short Lives believes that following a policy of equality of opportunity will benefit not only the individual but will also benefit and enrich the whole organisation.