

## Job description

### Events Fundraising Officer

<b>Reporting to:</b>	Senior Events Fundraising Officer
<b>Salary:</b>	£27,150 per annum plus London weighting if applicable Contributory pension scheme
<b>Location:</b>	Flexible location but with travel as necessary to the London office
<b>Holiday entitlement:</b>	27 days plus three discretionary days between Christmas and New Year and statutory holidays
<b>Terms and conditions:</b>	Full time, 35 hours a week 2 Year fixed term contract The post holder may be required to work some evenings and weekends. Time off in Lieu will be given in line with the charity's policy.

## About Bowel Cancer UK

We're the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We currently have around 90 staff based in England, Wales, Scotland and Northern Ireland.

Thanks to the generosity of our community, we're in a privileged position to be able to grow our staff team to deliver our ambitious strategy, On a Mission. There are huge challenges facing bowel cancer patients across the UK, and our community needs us now more than ever. We're building a strong and united team to bring us closer to a world where nobody dies of bowel cancer.

## Job summary

We're seeking an Events Fundraising Officer to work on delivering our portfolio of challenge events. You'll be passionate about working in events fundraising and enjoy being part of a busy team. This role sits in the Events team within the Public Fundraising department, generating approximately £1 million of income. The Events Fundraising Officer will play a key part in our exciting plans to grow this area of fundraising.

We're looking for someone who loves building relationships, enjoys creating engaging communications, has excellent attention to detail and loves working as part of a busy and thriving team. If this sounds like you and you fit our person specification, you might be the person for us. In return you'll join our brilliant team and finish each day knowing you've played a central role in supporting people affected by bowel cancer.

The role is managed by the Senior Events Fundraising Officer and other key relationships are with the wider Public Fundraising team, Marketing and Communications, and Finance teams.

## **Main responsibilities**

### **Project management**

- Support the Senior Events Fundraising Officer in managing, delivering, and evaluating a range of fundraising events covering running, cycling and UK challenge events
- Manage events in the portfolio for example Great North Run, Ultra Challenge Series treks
- Regularly report on agreed KPIs
- Work closely with the Marketing and Communications team to ensure fundraising events are effectively promoted
- Develop and maintain excellent relationships across the organisation to ensure projects are executed effectively, on time and to budget
- To prepare and present event evaluation reports

### **Supporter care and stewardship**

- Write and develop effective stewardship journeys, using engaging copy to ensure income targets are hit, average gifts are increased, and supporter conversion and retention rates are improved

## **Other duties**

- Ensure data stored on Raiser's Edge is effective, accurate and consistent
- Ensure that all fundraising activity on behalf of the charity is compliant with fundraising law and follows the new Fundraising Regulator's code of fundraising practice
- Undertaking any other duties required by the Senior Events Fundraising Officer, Events Fundraising Manager, and wider Public Fundraising team
- Represent the charity at fundraising events, attending as required. Occasional overnight stays may be necessary
- To attend the London Office to assist preparations for events we attend and team meetings

## **Person specification**

### **Qualifications and experience**

- Experience in fundraising, preferably in events fundraising or relevant and transferable experience
- Experience of working on specific projects, and an understanding of what is needed to manage projects
- Track record of working to agreed KPIs, reaching individual income targets and managing budgets
- Experience of writing, developing and delivering effective supporter care and stewardship plans
- Awareness of using digital marketing and social media for event promotion
- Experience of writing reports and evaluations, with the ability to summarise findings and make recommendations

### **Knowledge, skills and abilities**

- Excellent team working skills – with a can-do attitude to supporting your colleagues

- Process driven with strong organisational skills. Ability to work under pressure, manage time and prioritise workload effectively
- Excellent verbal, written and presentation skills with the ability to communicate effectively to different audiences
- Keen eye for detail and methodical approach to administrative tasks and data handling
- Good working knowledge of databases (ideally Raiser's Edge) and Microsoft Office – including SharePoint

### **Personal qualities**

- A bright, engaging manner and the ability to motivate fundraisers in their support of the charity
- A passion for events fundraising
- An ability to work independently and as part of team
- Flexible, adaptable and proactively responsive to change
- Understanding of and commitment to the values, aims and objectives of the charity
- A commitment to equal opportunities and anti-discriminatory practice

### **Safeguarding**

Safeguarding is everyone's responsibility and at we're committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful candidates may be subject to either a satisfactory basic or enhanced disclosure from the Disclosure and Barring Service (DBS - UK), (PVG – Scotland) or Access (NI) dependent upon the role. There is no cost to you and will be processed on your behalf.