



Charitable
arm of
Bath Rugby

Fundraising Events Co-ordinator (Part time)

Job Description

Summary

Planning, implementation and co-ordination of events for fundraising and promotion, in consultation with the Head of Fundraising and other relevant staff members, to include the charities own events and campaigns as well as third party events. You will report directly to the Head of Fundraising.

Responsibilities

As a Fundraising Events Co-ordinator, you'll be required to:

- Co-ordinate the planning, development and implementation of events and community fundraising to ensure BRF develops a sustainable calendar of activity and community events, maximising unrestricted income
- Plan, implement and co-ordinate events, including off/online auctions
- Appraise the viability and practicability of proposals for fundraising events including budget creation
- Take responsibility for implementation of events, (including off and online registrations) and deal effectively with any problems which may arise
- Responsibility for all appropriate liaison with those raising funds, for both internal and external events, before, during and after events and for initial enquiries
- Identify fresh fundraising ideas
- Collect, record and submit all Gift Aid from offline donations to HMRC
- Record all online Gift Aid from online donations (VMG, JG and own website)
- Research and create Legacy giving campaign for website, database and beyond
- Monitor and report on sponsorship via online and offline methods
- Assist with the marketing of specific events, identifying new audiences whilst maintaining existing supporters and networks
- Co-ordinate fundraising packs
- Help with budgeting and monitoring of costs for each event
- Purchase promotional items, as required, using agreed procedures
- Manage stock control of event promotional items, ensure availability of items required at events, distribute and collect items for fundraisers
- Maintain appropriate electronic and paper records
- Document events, both written and photographically

- Keep up to date with new developments, legal requirements, codes of conduct and best practice within both events and the wider fundraising sector

Working hours

- Part time/mainly office based/some weekend/evening working

Working Conditions

- Majority of the day spent at a computer. Requirement to travel and attend scheduled fundraising events at any time.

Special Requirements

- Support will be required out-of-hours in locations away from the office, both during the week and at weekends, to attend events.
- Full/Clean driving licence and access to own transport

Knowledge, Skills and Abilities

- Working knowledge of Microsoft Word, Excel, PowerPoint / Keynote and Email Systems
- Excellent communication skills and proven ability to relate to people from all walks of life, as well as the drive and enthusiasm to make things happen.
- Proven track record with the highest standards of customer care
- Proven track record in working successfully as part of a team

The position is open to all graduates, but a degree or HND in the following subjects may be an advantage or relevant experience:

- Business and management studies
- Human resource management
- Event management
- Media/Communications

Person specification/qualifications

- Evidence of relevant events-related training
- Experience of working in an event or community fundraising environment
- Sound knowledge and understanding of community fundraising
- Excellent interpersonal skills and the ability to communicate effectively – orally and in writing – at all levels
- Excellent personal organisation skills, including time management
- Strong project management skills with excellent attention to detail
- Commitment and a conscientious approach to work
- Excellent communication skills and have a responsive and helpful manner
- Have proven reliability, excellent time keeping and attendance record
- Be prepared to learn and try out new initiatives
- Be flexible and capable of using initiative, tact and discretion
- Maintain confidentiality as required
- An understanding of the charitable sector in general and our charity in particular
- Ability to work alone or in a team

General Responsibilities

- Adhere to and comply with organisational policies, procedures and guidelines at all times.
- Take responsibility for personal health and safety and that of colleagues and visitors
- Implement Risk Management Strategies
- Comply with the charity's policy on confidentiality and GDPR
- Empathy with the charity's aims and objectives
- Act at all times in a professional and responsible manner