

# Events Coordinator



<b>Job Title:</b>	Events Coordinator (maternity leave cover, full-time 12-month contract)		
<b>Organisational Level:</b>	Fundraising and Communications		
<b>Hours:</b>	37.5 – Monday to Friday	<b>Status:</b>	Permanent
<b>Accountable to:</b>	Team Leader, Fundraising and Communications	<b>Responsible to:</b>	Team Leader, Fundraising and Communications
<b>Remuneration:</b> Per annum	£25,000 – £28,000 per annum	<b>Responsible for:</b>	Events Fundraising
<b>Location:</b>	SpecialEffect, Charlbury, Oxfordshire, and remote working due to COVID		
<b>Date produced:</b>	10/12/2021	<b>Date for review:</b>	10/12/2022

SpecialEffect is an award-winning UK charity that exists to help severely physically disabled people to get more out of life by giving them access to video games and technology.

## Main purpose of job:

The Fundraising Events Coordinator plays a key role within the Fundraising and Communications team, with responsibility for a growing programme of events taking place across the UK and overseas. Working closely with the rest of the team, the successful candidate will be involved in all aspects of the charity's events programme, to include SpecialEffect's own events and campaigns, as well as third party races and challenges. You will be responsible for developing the range of fundraising opportunities on offer, as well as increasing participant numbers and ensuring a smooth supporter sign-up journey.

## Main Areas of Responsibility:

- To coordinate the core SpecialEffect fundraising events programme (including purchasing of places, participant registration, event attendance and supporter care) to ensure a sustainable calendar of activity and maximise unrestricted income
- To assist in organising and attending corporate networking and fundraising events (such as the Twin Town Challenge, Five-a-Side Football, Go Karting, Golf Days, etc.)
- Assisting with gaming community events such as Insomnia, EGX, Develop, etc.
- Budget and monitor costs for each event
- To represent SpecialEffect at events organised by charity partners, including cheque presentations, photo calls, supporter talks and fundraising activities, as required
- To manage stock levels and coordinate the purchase of clothing, merchandise and other supplies required for events, in line with agreed procedures
- Work with other members of the F&C team to produce printed materials and digital content/ social media campaigns to promote the events programme and drive sign-ups
- To ensure all SpecialEffect events comply with necessary Health and Safety requirements (including

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providing Risk Assessments as required)

- Diligently capture supporter data and keep appropriate records, to inform the supporter journey and donor care
- Pass on leads where appropriate to other members of the F&C team and act on/advise where appropriate
- To assist the rest of the team in assessing the viability and practicability of new event proposals, both from within the team and external partners/ supporters
- Identify and implement new and innovative event opportunities, in cooperation with the rest of the team
- To stay informed of latest trends and developments, legal requirements, and best practice within both events and the wider fundraising sector and attend conferences and training days as required

## Other 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 and other Procedures
- Comply with the charity's policy on confidentiality and the Data Protection Act 2018 – GDPR
- Act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation

## Key working relationships:

Fundraising and Communications Team

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## Person Specification:

Factors	Essential	Desirable	Recruitment Selection Method (Application, Interview, Assessment)
Knowledge, Experience, Qualifications, Professional Memberships & Training	<ul style="list-style-type: none"> <li>Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook software</li> <li>Experience using event registration platforms (eg. Eventbrite) and participant data-management</li> <li>Proven track record in working successfully as part of a team</li> <li>In fulfilling your role you will be required to work out-of-hours in attending events across the UK and also possibly overseas, during both evenings and weekends. Time off in lieu will be given in compensation for working outside of office hours</li> <li>Clean driving licence and access to own car with business insurance</li> </ul>	<ul style="list-style-type: none"> <li>A passion for video games and technology, sports and fitness</li> </ul>	Application and Interview
Communication, Engagement & Relationships	<ul style="list-style-type: none"> <li>Fantastic communication skills, including copywriting and public speaking (both in-person and over Zoom/ Teams)</li> <li>The ability to form courteous and effective working relationships, and support colleagues with their goals</li> <li>The ability to lead a team of supporters and/ or volunteers in an events context</li> <li>An understanding of supporter requirements and motivations, particularly those who take part in fundraising events and challenges</li> </ul>		Application and Interview
Analytical, Problem Solving & Judgement Skills	<ul style="list-style-type: none"> <li>A positive approach and enthusiastic 'can-do' attitude, combined with the ability to deal with problems presented during the course of organising events and projects</li> <li>The ability to innovate and spot new opportunities, as well as utilising new tools and ways of working</li> </ul>		Application and Interview

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<b>Planning &amp; Organisational Skills</b>	<ul style="list-style-type: none"> <li>• <i>Proven capacity to coordinate fundraising events and grow participant numbers</i></li> <li>• <i>Flexible and organised in your approach to work, and be calm under pressure</i></li> <li>• <i>The ability to work on several projects at once and manage multiple stakeholders and timelines, ensuring deadlines and expectations are met</i></li> <li>• <i>Confident working independently and taking personal responsibility, when required</i></li> </ul>		<i>Application and Interview</i>
<b>Standards &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• <i>Adhere to and comply with organisational policies, procedures and guidelines at all times</i></li> <li>• <i>Take responsibility for personal health and safety and that of colleagues and visitors</i></li> <li>• <i>Implement Risk Management Strategies</i></li> <li>• <i>Operate competently regarding managing data and information in accordance with the Data Protection Act (DPA) (2018) and the General Data Protection regulations (GDPR)</i></li> <li>• <i>Empathy with the charity's aims and objectives</i></li> <li>• <i>Act at all times in a professional and responsible manner and have due regard to confidentiality and Health &amp; Safety legislation</i></li> </ul>		<i>Application and Interview</i>
<b>Equality, Diversity &amp; Inclusivity</b>	<ul style="list-style-type: none"> <li>• <i>Operate with respect and inclusivity for all</i></li> <li>• <i>Recognise the positive differences in others from an equality and diversity perspective</i></li> </ul>		<i>Application and Interview</i>
<b>Personal / Professional Development</b>	<ul style="list-style-type: none"> <li>• <i>Be willing to learn new techniques, being open and developing your skills, with the support of the charity</i></li> </ul>		<i>Application and Interview</i>

*This job description is a broad reflection of current duties, but it is not exhaustive. It will be reviewed on no less than an annual basis to reflect priorities and developments during the on-going appraisal and performance review process and any organisational change arising*