



JOB DESCRIPTION

JOB TITLE: Fundraising Assistant (Events)

DEPARTMENT: Fundraising, Income Generation

RESPONSIBLE TO: Senior Supporter Engagement Officer (Events)

ACCOUNTABLE TO: CEO, Director of Income Generation, Supporter Engagement Manager

Role purpose

The Fundraising Assistant (Events) will be responsible for supporting the development and delivery of ellenor led Events and 3rd party events.

Duties and Responsibilities:

The list below is not exhaustive but will give an overview of expectations.

You will;

- Support the planning, promotion and delivery of events and campaigns including **ellenor**-led, bought in challenge event places and open challenges.
- Research sector activity and emerging public trends to ensure **ellenor** can offer exciting engagement opportunities for donors.
- Working collaboratively with the Supporter Engagement Team, keep supporters engaged and actively continuing to support **ellenor**, to generate long-term sustainable income.
- Team administration to include but not exhaustive to; maintaining the Events and Challenges areas on our website, create engaging participant communications on our Communications platforms, meeting our Database requirements and supporting the wider team where needed.
- With support from the Senior Supporter Engagement Officer, develop and deliver your own identified events. These could include Community events such as coffee mornings and Open Gardens to established challenge events like the Asics 10K or internal events and activities like our Wellbeing week or Children's Christmas party.
- Develop positive and effective internal relationships.

- Work closely with our Marketing Team to create and deliver appropriate marketing materials for you, the Supporter Engagement Team and our donors to use.
- Always follow the Fundraising Regulations and other relevant governing bodies.
- Maintain accurate records of your activities onto our database
- Develop respectful relationships with fundraising volunteers to give them guidance, support, and advice to maximise their potential.
- Work in partnership across the Fundraising team on any aspects of fundraising when required, as directed by your line manager.
- Undertake mandatory training as required by **ellenor** and participate in appropriate education, learning and development.
- Support and maintain a working environment that is respectful and positive.
- Maintain confidentiality of all information acquired. This includes supporters, patients, carers, staff, and volunteers.
- Undertake an appraisal annually and, through self-development, continuously update and improve knowledge and competencies.
- Take responsibility for being up to date with current policies and procedures and to adhere to these.
- Co-operate fully in the introduction of any new technology and new methods of working as appropriate. Strive to have a high level of IT literacy.
- Always promote **ellenor**'s aims and values.
- Be aware of guidelines stated in staff handbook and all relevant policies and procedures.
- Keep up to date on key trends, best practice, and fundraising law.
- Take on any other duties that may be reasonably requested.
- Deliver key events, campaigns and projects working towards our [strategic Objectives](#).
- Actively contribute to a culture of resourcefulness and best practice to make the best use of time, skills, and expenditure.
- Be able to see opportunities that align with the needs of **ellenor**

- Be responsible for your own administration.

You should be;

- Genuinely excited by the prospect of playing a key part in the future of our hospice.
- Confident in your planning and organisational skills.
- Someone who loves engaging with a variety of different people.
- Someone who thrives on delighting supporters
- Confident in your ability to sell your ideas, plans, events and activities.
- Tactful and respectful of the various people you will come in to contact with.
- Confident about building professional relationships.
- A good communicator.
- Able to communicate your plans and their progress with stakeholders.
- Able to assimilate and understand information from a variety of sources including guidance from the Fundraising Regulator and the Health and Safety Executive and apply these to your work.
- Able to manage a complex and demanding workload through great planning and organisational skills.
- Confident working across multiple IT platform and learning new systems to enhance our work.

Internal Key relationships

- **Our clinical Teams**
- **Our Wellbeing Teams**
- **Marketing Team**
- **Supporter Care Team**
- **Education Team**
- **Wider Fundraising Team**

External Key relationships (this list is not exhaustive but identifies some of the key stakeholders)

- Business partners
- Business to Business networking contacts
- Individual fundraisers
- Groups
- Education providers
- 3rd party event providers
- Suppliers
- 3rd Sector Community

Health and Safety

The post holder has responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department or role.

General:

- Adapts and develops in line with the changing needs of the role,
- Acts as an ambassador for **ellenor** in order to raise the profile of the organisation at a local, regional and national level, as required,
- To maintain up to date mandatory and essential to role training
- Works flexibly across sites and departments from time to time as may be requested by their managers,
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers,
- To follow all policies and procedures,
- The work within own professional Code of Conduct at all times (Registered clinical staff only)
- To be aware of the staff values of the ellenor and to behave as a fit representative.

This Job Description will be reviewed on a regular basis

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Postholder's Name

Postholder's Signature Date

Manager's Name

Manager's Signature Date

**Personal Specification
Fundraising Assistant (Events)**

- Experience of working, volunteering or studying events, marketing, customer services or fundraising.
- Good understanding of how to organise an event.
- Knowledge of challenge events like TCS London Marathon and similar
- Experience of using Microsoft Office including Excel.
- Excellent communication skills, including speaking on the phone, meeting in person and writing.
- Excellent organisational skills and the ability to assess, prioritise and manage a varied and demanding workload.
- Knowledge of Fundraising Regulations and HSE event guidance.