



*ellenor.\**  
hospice care in your home or ours

# Job Description

**Fundraising Events Officer**

[ellenor.org](https://ellenor.org)



01474 320007

Registered Charity No: 1121561

[@ellenorcharity](https://www.instagram.com/ellenorcharity)



**Job Title:** Fundraising Events Officer

**Department:** Supporter Engagement

**Contract Terms:** Permanent, 30 hours per week

**Salary:** £26,761 pro rata

**Location:** Hospice/Swanscombe

**Responsible To:** Fundraising Events Manager

**Accountable To:** CEO, Director of Income Generation, Head of Supporter Engagement

**Manages:** Volunteers

## About

**Us:** **ellenor** is a Hospice charity in Gravesend supporting a core population of 270,000 people in North Kent and Bexley including over 45,000 adults aged 65 and above. Our Children's services extend to Bexley covering a population of around 250,000.

The organisation has an In-patient Ward, at the Hospice in Northfleet. The service also has adult, children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).

Our non-clinical teams play an essential role in supporting our charity. From our fundraising and supporter care team to our retail shops and warehouse operations, they help raise vital funds to further our mission. Our office teams ensure the smooth running of all departments, providing invaluable support to both staff and volunteers.

**Our Vision:** We are dedicated to enabling every person we support to have a seamless and personal experience, that meets their needs and wishes.

**Our Mission:** We are respecting patients' dignity and independence, providing quality care and supporting them and their families to live with life limiting illnesses in their homes or our Hospice.

**Our Values:** We are inclusive, we are caring, we are focused.





## Scope and Job Purpose:

Our Fundraising Events Team creates and delivers exceptional experiences that, not only raise vital funds, but also inspire participants to become lifelong supporters.

In this role, you'll lead on a range of events from our fundraising calendar, including well-established mass participation events like our Walkathon series, as well as exciting new activities that you bring to life.

You'll work closely with our incredible supporters taking on challenge events like London Landmarks, providing expert communication, guidance, and encouragement to help them achieve their fundraising goals.

From concept to completion, you'll take ownership of fundraising projects, ensuring they are delivered on time, within budget, and aligned with our annual plans. You'll also analyse event performance, produce insightful evaluation reports, and use these findings to inform future strategy and planning.

Strong verbal and written communication skills are essential, as you'll build meaningful relationships with supporters across multiple channels — including post, email, telephone, face-to-face meetings, and online platforms.

Your contribution will be key to shaping a dynamic, growing, and engaging Fundraising Events Team that continues to build sustainable income for years to come.



# Main Duties and Responsibilities:

- Plan, promote, and deliver a wide range of fundraising events
- Lead on allocated events, ensuring they are delivered on time, within budget, and meet all safety, risk assessment, and quality standards
- Engage and support participants to help them achieve their fundraising goals
- Maintain accurate records on our fundraising database, event planning tools, and reporting documents
- Manage website content, online fundraising and ticketing platforms, and participant communication channels
- Analyse and report on event performance, providing insights to inform future planning
- Work collaboratively with the Marketing Team to promote events effectively and maximise reach
- Ensure compliance with fundraising regulations, Health and Safety Executive (HSE) guidelines, and best practices
- Support the Corporate Team in developing and presenting event sponsorship opportunities
- Collaborate with internal teams and external partners to maximise event success
- Maintain up-to-date training and adhere to organisational policies and procedures
- Act as a positive ambassador for **ellenor**, raising awareness and driving engagement
- Work flexibly across teams as required to support organisational priorities



# Person Specification:

(All criteria are essential unless stated otherwise)

## Education / Qualifications:

No qualifications are essential for this role

## Experience:

Experience in the following is desirable but not essential:

- Event planning
- Use of Microsoft Office
- Excellent customer service
- Building positive relationships

## Knowledge, Skills and Attributes:

- Comfortable leading on projects
- Be proactive and resourceful
- Confident working independently or in a team
- Able to understand and work to complex budgets
- Friendly & approachable
- Knowledge of fundraising mechanisms is desirable but not essential
- Confident communicator including public speaking and strong written communication skills

For an informal chat please call Lianne Lloyd on 07957 435350 or email [lianne.lloyd@ellenor.org](mailto:lianne.lloyd@ellenor.org)

