

Royal Hospital for Neuro-disability Job Description

Job title:	Senior Events Manager
Department:	Fundraising and Communications Teams
Salary grade:	£38,000- £43,000 per annum (depending on experience)
Responsible to:	Director of Fundraising and Communications
Responsible for:	Community & Events Executive
Behavioural Framework:	Leadership Level

Scope

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

The post-holder will become a key part in the development and growth of the charity, maximising financial income and raising awareness of the RHN. Managing our Community Events Executive and leading on special events, you will maximise existing relationships and opportunities through excellent account management and will identify new fundraising opportunities. This role will involve one day per week of corporate fundraising and also occasional weekend and evening work, so a flexible approach is required.

Main Objectives of the role

- Organise the full calendar of fundraising events, including sporting/challenge, bespoke, special and community events, working towards a £230,000 target.
- Line manage the Community and Events Executive who leads on Community Fundraising and supports all other events fundraising. Hold regular 1-2-1s.
- To be the first point of contact for events committees and liaise between them and staff at RHN. Additionally, explore other committees for new events going forwards.
- Engage with local and large businesses and corporate bodies to actively engage them with challenge and community events in partnership with the corporate fundraising manager.

- Design and manage corporate team building events in partnership with the corporate fundraising manager.
- Organise and secure sponsorship for special events such as the annual Gala Dinner, Supporters Thank You Evening, Christmas Carol Concert
- Oversee the maintenance of contact with challenge participants in the lead-up to each event, providing fundraising advice and training support, as well as pre-event motivational activities/meetings.
- Attend challenge events and recruit cheering squads where possible.
- Purchase places and oversee the recruitment of participants for a range of running and other challenge events
- Work alongside the Communications Team as well as manage relationships with external designers, printers etc to create and produce a range of publicity materials such as posters, flyers, booking forms, invitation cards, brochures, certificates and tickets.
- Liaise and collaborate with the Communications Team regarding press releases, events listings, advertising, social media .
- Update the RHN charity website events pages.
- Any other duties that may reasonably be expected to ensure the smooth running of the department, including working occasional weekends and evenings for specific events and providing cover for absent colleagues.

Person specification: Essential and Desirable

1. Minimum 3 years experience in Events Fundraising (E)
2. Demonstrable experience leading Community, Challenge and Special events (E)
3. Self-motivated, able to motivate others and work well as part of a team (E)
4. Strong organisational and time-keeping skills (E)
5. Strong communication skills, both written and verbal (E)
6. Enthusiastic and positive approach to supporting event participants (E)
7. Confident in talking to groups and attending events, speaking about the charity (E)
8. Computer literate, using Microsoft programmes, databases (E)
9. Experience in or willingness to learn design software, WordPress, Dot digital (D)
10. Educated to degree level (D)
11. Comfortable in an environment interacting with profoundly disabled patients and their families (E)

Leadership Behavioural Framework:

Working Collaboratively for RHN

Demonstrating our values and working together to deliver the best possible service for patients and customers.

- I share information within my team.
- I will ask for assistance if I need help.
- I work with my team to resolve problems.
- I am willing to learn new skills.
- I offer help to my team if they need it.

Achieving our Potential

Developing our skills and knowledge, reflecting on successes and set-backs, and demonstrating a commitment to development at RHN.

- I take personal responsibility for my tasks
- I seek opportunities for personal development
- I am willing to carry out new tasks if required
- I suggest improvements and new ideas
- I know what I'm good at and where I need to improve.

Preparing for the Future

Looking forwards, reflecting on current activities, accepting change and being part of a culture of continuous learning and improvement.

- I know what areas I need to improve
- I am willing to learn to broaden my skills and knowledge
- I reflect on my team's successes and challenges
- I speak up in team meetings and express my views

Leading by Example

Acting as a role model and setting an example that motivates and inspires others at RHN.

- I take pride in what I do
- I am punctual
- I try not to let my team down and ask for support when I need it
- I'm a good team player
- I improve my knowledge by learning from others

Committing to our Patients & Customers

Providing high quality patient care and customer service to patients and customers, and treating them with respect, dignity and consideration.

- I demonstrate a positive attitude
- I am proud of the work I do
- I always promote a positive image of the RHN
- I respond in a timely manner
- I share knowledge with my team
- If I cannot answer a question, I'll ask my nearest colleague to help

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the post-holder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: