



**Ambitious  
about Autism**

## **Recruitment Information Pack**

### **Senior Events Fundraising Officer**

## Job description

<b>Job Title</b>	Senior Events Fundraising Officer	<b>Team</b>	Fundraising
<b>Job Band</b>	Band 4: £25,876 to 32,815 depending on experience	<b>Reporting to</b>	Head of Events Fundraising
<b>Hours</b>	35 hours a week with some evening and weekend work expected	<b>Line Manages</b>	n/a

**Ambitious about Autism** is the national charity for children and young people with autism.

We provide educational services, raise awareness and understanding, and influence policy. We exist to enable children and young people with autism to learn, thrive and achieve. Through TreeHouse School and Ambitious College, we provide specialist education. Our ambition is to make the ordinary possible for more children and young people with autism.

The Events Fundraising Officer role supports and manages an expanding challenge event portfolio with potential for further significant growth. The post will also support the Head of Events Fundraising in high-profile events with our corporate partners including TalkTalk and Rapha.

The role provides an opportunity to really make your mark. You'll be joining a fast paced Events Team which is a critical part of our fundraising staff.

### **Background:**

Income from events and community has increased in the last few years and we are looking to continue this growth by further increasing participant numbers, developing bespoke supporter journeys, securing growing numbers of own place participants and investing in new activities.

### **Role Purpose:**

1. To take ownership of the challenge event programme and push it on to the next level
2. To work closely and support the Head of Events Fundraising on our exciting bespoke cycle challenge, annual gala dinner and growing third party events programme
3. To input and help develop the challenge event strategy and targets.
4. Recruiting and managing volunteers to support the Events and Community Team at events
5. To contribute to the overall fundraising team with growth as our ambition

## **Key Accountabilities:**

### ***Event Fundraising***

- To manage all aspects of the challenge event portfolio including budgeting, marketing, recruitment, the development of individual supporter journeys, maximising income, creating awareness and the research and develop of new events
- To prepare detailed event schedules and working project plans for the challenge event programme, outlining activities and responsibilities and ensuring that plans and deadlines are adhered to
- To encourage third party events to support Ambitious about Autism
- To support the Head of Events Fundraising on bespoke projects such as the gala dinner, Rapha cycle challenge and growing third party events programme
- To coordinate large and diverse groups of volunteers over a range of locations on events. To oversee the safety of individuals on events and to research and prepare comprehensive risk assessments for all events
- To recruit, engage and manage volunteers working in the office and on-site at events to develop working relationships with mutually beneficial outcomes whilst delivering successful events
- To engage event participants, supporters and groups in supporting Ambitious about Autism through other areas such as individual giving and legacies

### ***Strategy***

- To manage challenge event budgets and support the Head of Events Fundraising in preparing monthly income reports and income/expenditure reforecasting on a quarterly basis
- To contribute to and help develop the overall event fundraising strategy as part of the wider fundraising team strategy
- To research, analyse and monitor the effectiveness & ROI on a variety of fundraising and promotional activities and make decisions about expenditure and future activities accordingly, monitor external trends in fundraising
- To lead on developing and delivering new fundraising campaigns to engage groups and individuals to take part in a range of challenge events, in particular own place runners

### ***Other***

- To produce online and offline fundraising and support materials, such as fundraising/information packs, advice materials for event participants, adverts and materials to engage the local and national community
- To manage strong working relationships with suppliers to place Ambitious about Autism in best position to negotiate good deals and services
- To regularly update the Event webpages to both attract supporters and report on activities
- To manage event social media in line with the Social Media policy

- Build excellent working relationships across the organisations, in particular teams who help to deliver events, including Communications and Finance
- Provide support to other fundraising colleagues as required
- Work at events which may include some evening and weekend hours
- To work closely with the Finance Department to ensure that donations are correctly coded
- Ensure accurate and accessible record keeping of all activity and relationships and effective use of database ( Raiser's Edge)
- Represent Ambitious about Autism to external audiences
- To provide support on Corporate engagement activities such as employee fundraising, charity of the year activities and support applications
- Undertake any other appropriate responsibilities that may arise
- To operate within Charity Law and Data Protection legislation and adhere to the Institute of Fundraising Codes of Practice

### **Project management:**

- Lead on specific projects for the Fundraising team and represent the Fundraising Team on cross departmental projects where appropriate

### **Safeguarding and Safety**

- Ensure risk assessment and emergency plans are in place and reviewed
- Ensure safe working practices
- Ensure that safeguarding incidents, accidents and errors are appropriately reported

### **Key working relationships:**

- Fundraising Colleagues
- External Affairs team
- Finance Department
- Staff across all Ambitious about Autism services
- Executive Leadership team
- Trustees and Honorary roles where appropriate
- Ambitious about Autism patrons and ambassadors
- Staff in other charities where appropriate
- Event suppliers

### **Values**

Ambitious about Autism has a set of values which are listed below. We expect all our employees to have a commitment to these values to help improve our staff and learner experience.

- We are **ambitious**
- We are **team players**
- We are **open**
- We **value difference**
- We are **experts**

## PERSON SPECIFICATION

Role and Band Competencies	Essential	Desirable
<b>Education Levels &amp; Qualifications</b>		
Education to Degree level or equivalent		X
<b>Specific Knowledge, Experience &amp; Technical Skills</b>		
Proven track record in challenge event fundraising and project managing / delivering successful fundraising events	X	
Effective communicator with excellent written and verbal communication skills, including delivering presentations, copywriting and a knowledge and interest in social media	X	
Sound knowledge and experience of providing excellent donor care to individuals	X	
Planning and monitoring income and expenditure budgets, producing management reports and accurate forecasting	X	
Highly IT literate, with extensive experience of a number of IT packages and databases, including Raisers Edge or other similar database packages	X	
Ability to produce engaging communication materials and website copy	X	
Experience of working to achieve ambitious income goals and meeting income targets	X	
Working knowledge of MS applications in particular Excel, Word and Outlook	X	
Knowledge of UK charity and data protection legislation		X
<b>Personal Attributes</b>		
Ability to engage, inspire and build strong relationships at all levels, including at a senior level, with the ability to network.	X	
Ability to multi-task and prioritise in a fast-paced environment	X	
Strong persuasion, influencing and relationship management skills	X	
Excellent planning and project management approach	X	
A driven and positive approach with the ability to think pragmatically	X	

Proactive, self-starter, able to work without close supervision, solving problems quickly and effectively	<b>X</b>	
Innovation and ability to work creatively in response to funding opportunities / new ideas	<b>X</b>	
Results focused, pro-active and positive	<b>X</b>	
Must be available to work occasional evenings and weekends	<b>X</b>	
Strong organisational skills with good attention to detail	<b>X</b>	
Experience or knowledge of autism		<b>X</b>
Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	<b>X</b>	
An appreciation of health and safety in the workplace, data protection and equal opportunities principles.	<b>X</b>	



## Benefits Overview

**Some of our benefits at Ambitious about Autism include:**

- Generous Annual Leave
- Annual Leave Purchase Scheme
- Study Leave
- Bike Facilities
- Life Assurance
- Health Cash Plan
- Eye Tests and Eye care
- 24 hour Employee Assistance Programme
- Pension Scheme
- Enhanced Maternity and Adoption Leave