

Job Description

Job title:	Challenge Event Officer – Maternity Cover
Directorate:	Fundraising
Location:	Hybrid: Head Office, Leatherhead, Surrey & up to 3 days a week working from home
Accountable to:	Head of Challenge & Community
Accountable for:	N/A
Type:	Permanent
Hours:	37.5 per week, plus some additional hours to meet the needs of the post
Pay Grade:	Band 5 subject to experience

Values Framework

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

- Together
- Focused
- Bold
- Personal

General Overview the Role

An exciting opportunity has arisen for an enthusiastic and highly motivated, fundraiser to join our team in the role of Challenge Events Officer.

The Volunteer, Regional and Community Team is made up of Head of Challenge & Community, three Regional Fundraisers, a Senior Challenge Events Officer, a Challenge Events Officer a Community Fundraising Officer and Challenge Events Assistant. We've an exciting time ahead with our growing challenge events portfolio.

You'll assist in the delivery excellent stewardship across all challenge events, develop, manage and deliver a range of running and challenge events to achieve income targets. You'll be helping to devise and produce marketing plans, evaluate events and make recommendations for further expansion of the challenge events portfolio and reporting on KPIs.

As well as a competitive salary, we offer benefits including condensed hours working from 9 – 16.30, a generous annual leave allowance of 25 days, free on-site parking or free shuttle from Leatherhead Station, pension contributions of up to 11% of annual salary and a wide range of other employee benefits.

This is a full-time, fixed term contract covering a maternity leave based at Combat Stress' head office in Leatherhead but up to 3 days a week working from home if preferred.

Overall purpose

To help manage all challenge events, including marketing to recruit own place participants with responsibility for ensuring outstanding stewardship and supporter engagement to drive income.

Main Duties and Key Responsibilities:

Project and Events Management

- Assist with the management, delivery and evaluation on a programme of challenge events

- Lead on our Facebook Fundraising events
- Help to conceive and develop new fundraising events in collaboration with the challenge team
- Help to deliver excellent stewardship plans, to minimise drop outs and fundraisers not achieving sponsorship targets and maximise amounts raised
- Produce supporter emails, update resources; always ensuring content is engaging, supporter centric and digital activities are integrated with maximum effect
- Help develop and improve systems and processes relating to challenge event fundraising
- Ensure all fundraising is carried out with adherence to charity law and all related regulations plus policies
- Develop a network of volunteers to assist on event days.
- Produce materials in conjunction with the Communications Team for all activities.
- Working with the Communications Team to promote all activities, highlighting supporter stories.

Administration

- Maintain effective working system for administration of own work and of the department.
- Maintain accurate records on using Raiser's Edge and ensure supporter data is managed effectively and within the law/GDPR regulations and run reports and queries as required.
- Provide support to all event participants as requested by the Senior Challenge Officer
- Assist with all departmental administration.
- To log and process incoming fundraisers donations.

General

- To represent Combat Stress at fundraising events and social gatherings when required.
- To work collaboratively and effectively with colleagues to ensure integration.
- To participate, as appropriate, in staff forums and meetings.
- To carry out other tasks as required by the Head of Challenge & Community and Director of Fundraising from time to time.
- To adhere to Combat Stress' Policies and Procedures.

Other Duties

- Assisting with the preparation and implementation of volunteer and community fundraising events (in addition to runs, cycles and challenge events).
- Assisting with the advertising and marketing of events – on the Combat Stress website, Facebook, Twitter or by email and post.

Risk Management:

As an employee of the Charity, the postholder is required to be risk aware and readily able to identify risks faced in the course of day-to-day duties. Where a new risk is identified it is to be reported through the postholder's line manager.

Date revised 15/6/2022

Signature of postholder

Print name

Date
