

PERSON SPECIFICATION (Supporting the Policy on Equal Opportunities in Employment)

JOB DETAILS:

Job Title: Challenge Events Manager

Department: Fundraising

Location: Head Office/ Hybrid

Status: Permanent

Hours: As per contract

Reporting to: Head of Challenges & Community

FACTOR	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • A high standard of education – Degree level or equivalent • Significant, demonstrable experience of working in challenge events fundraising. • Proven experience of successfully delivering a variety of fundraising events including recruitment of participants and volunteers. • Proven experience of successful delivery of virtual fundraising, specifically Facebook challenges. • Experience of creating outstanding supporter journeys, to ensure our supporters feel engaged and inspired to continue supporting our work. • Experience of setting budgets and managing income and expenditure in line with those budgets. • Line management experience including regular staff supervision and annual appraisals. 	<ul style="list-style-type: none"> • Understanding of fundraising principles • A good understanding of the military community • Experience of working and managing relationships with external agencies and event providers, negotiating the best deals for the organisation.

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Skills & Knowledge Range and level of skills	<ul style="list-style-type: none"> • Knowledge of fundraising best practice, legal requirements and health & safety relating to challenge events fundraising. • Project management skills including leading team members to deliver work within set timescales. • Working with CRM databases, preferably Raisers' Edge (full training will be given). • Good numeracy skills and ability to analyse and report on financial performance. • Excellent written and verbal communication skills, including copy-writing. • IT literate with excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) 	<ul style="list-style-type: none"> • Working with project management tools, preferably Trello. • Knowledge of the Funraisin platform • To have a good understanding of GDPR and the implications for fundraising.
Personal Attributes The personal qualities required e.g. exercising initiative, organising, problem solving	<ul style="list-style-type: none"> • Positive self-starter, keen to find better ways to deliver tasks and objectives. • An ideas person with a "can do" attitude, someone who is enthusiastic, imaginative, energetic and creative. • Able to confidently lead and inspire a team. • Ability to work flexibly and under own initiative to manage varying competing priorities and to meet strict deadlines. • An excellent team player, who is calm and positive under pressure with strong attention to detail • Empathy with the work of Combat Stress 	
Other Requirements	<ul style="list-style-type: none"> • A manager who leads by example, with the willingness to work flexibly and proactively and respond to the emerging needs of the charity. • Enhanced DBS check 	

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	<ul style="list-style-type: none">• Be flexible to travel and work evening and weekends as required Full UK Driving Licence	
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