

Job Description

Job title:	Fundraising and Events Officer
Directorate:	Fundraising
Location:	Head Office
Accountable to:	Senior Events Officer
Accountable for:	N/A
Pay grade:	Band 4
Type:	Permanent

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 of Role

To support the charity's income generation and stewardship of donors by supporting the organisation's fundraising and events teams. There are a variety of annual events that include but are not restricted to: Supporter Dinner, Armistice Lecture, AGM, Carol Service and Clay Shoot as well as the Annual Open Day at Tyrwhitt House. To further support other fundraising teams in the logistics, stewardship and administration of events, activities and donor engagement tasks.

Main Duties and Key Responsibilities

- Support the Senior Events Officer with all fundraising and stewardship events including the production, delivery, logistics and administration of our key special events.
- Work with Income Stream Heads, when required, to manage their donor engagement and cultivation events and activities.
- Update the events section of the Combat Stress website.
- Assist in researching venues and suppliers for events.
- Liaise with and relationship manage external suppliers (caterers, printers, florists, venues) regarding events.
- Help manage all printed materials related to events including designers, printers and advertisers.
- Help source prizes for the live and silent auctions.
- Raise and manage invoices as directed.
- Input and manage event administration on Raiser's Edge, always ensuring accurate records are maintained.
- Process ticket applications and donations in lieu of tickets and ensure all supporters are thanked in a timely manner.
- Attend events and assist the Senior Events Officer to ensure everything runs smoothly and all attendees at the event are well looked after. Some out of hours work is required.
- Collaborate and support other fundraising teams as and where required.

Other Duties

- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

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.

Infection Prevention and Control

- Maintain an up-to-date awareness of the Infection control procedures relevant to your area of work and implement these in practice. As a minimum this must include hand hygiene and the use of personal protective equipment as appropriate.

Date revised: July 2024

Signature of postholder

Print name

Date
