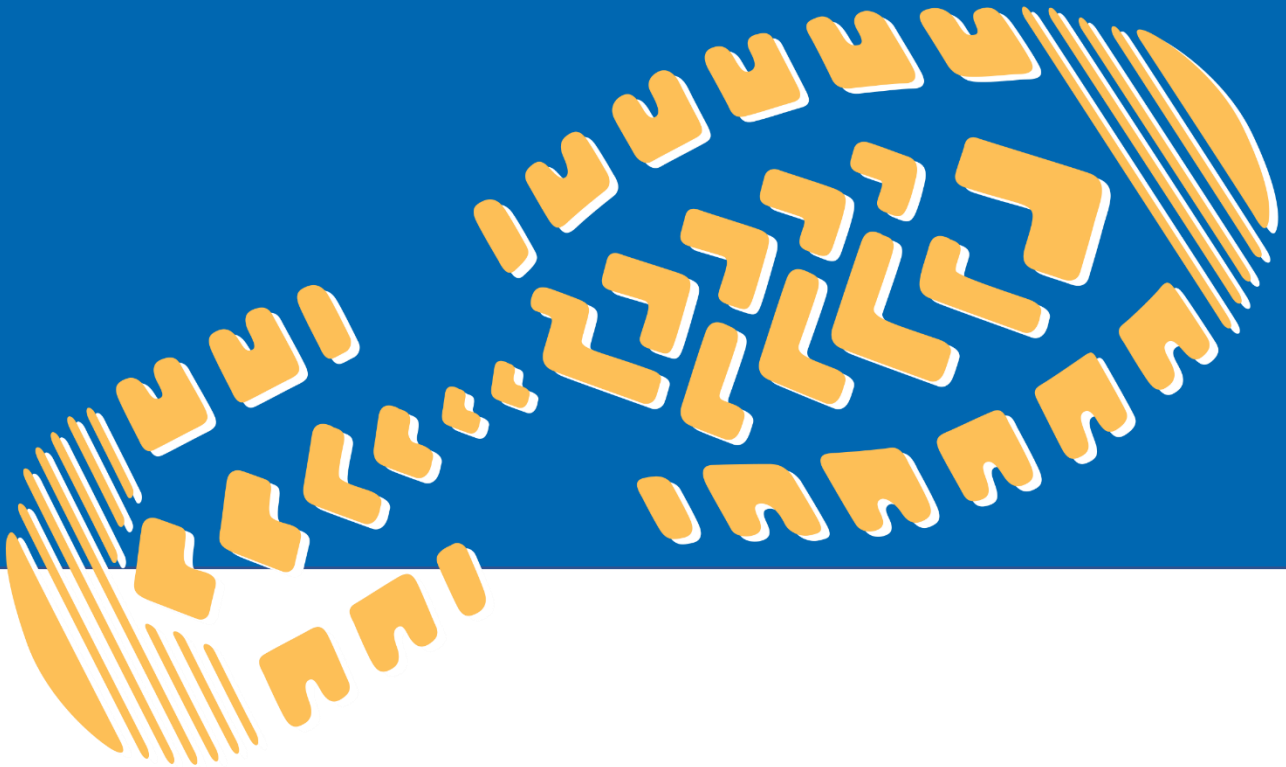


Events Fundraising Officer



Youth Adventure Trust Job Pack

Date: 26th May 2021

Prepared by: Louise Balaam, Director of Fundraising

Email: louise@youthadventuretrust.org.uk Tel: 07904 037525



Summary

Title: Events Fundraising Officer
Reports To: Corporate Partnerships Manager
Salary: £23,00 - £25,000 per annum FTE plus benefits
Location: Home-based, flexible with access to Wiltshire
Contract: Permanent, part time
Hours: 21 hours per week
Application: Application Form
Closing Date: Wednesday 23rd June 2021 at 5pm

The Charity

At the Youth Adventure Trust, we use outdoor adventure to empower young people from Swindon and Wiltshire to fulfil their potential and lead positive lives in the future. We work with them to build resilience, develop confidence and learn skills that will last a lifetime, helping them to face the challenges in their lives.

Our specially designed Youth Adventure Programme enables young people to challenge themselves, experience success, grow in confidence and develop skills that will last a lifetime. After the main programme, our Mentoring and Bursary Schemes ensure young people receive the maximum benefit from our long term intervention. Our aim is to make a lasting improvement to the lives of vulnerable young people.

Our programme is completely free of charge to the participants; the continued success of the fundraising team is more important than ever. If you are passionate about giving vulnerable young people life changing opportunities, are looking to join a fundraising team with lots of potential and love being in the outdoors, then this is the job for you.

The Role

If you love being outdoors, enjoy talking to people and have amazing organisation skills, then our Events Fundraising Officer role is for you. Each year, almost 1,000 people take part in a Youth Adventure Challenge Event. We are looking for a dynamic Events Fundraising Officer to recruit and support our fundraisers, assist with the organisation of events and help us to develop this significant income stream.

Working alongside the Corporate Partnerships Manager, the Events Fundraising Officer is instrumental in every step of delivering well-managed, fun and safe events for our corporate partners and event participants, as well as ensuring the fundraising success of each event.

Excellent communication and people skills will be essential as you will play a key role in building up relationships with the clients, the participants and their supporters. Furthermore, you will be involved in the whole process of event organisation, including developing the event, preparing the resources, helping with logistics, maintaining accurate records, reporting and banking and thanking. In addition, the post holder will work on other fundraising activities and play a key role in developing new, event based, income streams.

The Fundraising Officer must be self-motivated, well organised, able to multi task, a strong administrator, a fantastic team player, have excellent inter-personal skills and enjoy being outdoors. Paid or voluntary experience in a fundraising environment is essential. This is a great opportunity for somebody looking to take the next step in their career, with plenty of scope to develop your skills and experience within a supportive team. This role could become a full time position, depending on success.

Job Description

Key responsibilities include:

- Playing a key role in achieving agreed income targets from events and helping to increase that income stream over the next few years;
- Assisting with the planning, organisation and delivery of corporate challenge events;
- Marketing the charity's in-house challenge events and recruiting participants;
- Designing event materials and updating the website;
- To be the first point of call for event participants, supporting them through their training and fundraising, ensuring they feel prepared for the event through all channels including phone, emails, video calls and website;
- Take responsibility for event administration, including data input, maintenance of accurate records, sending out materials, responding to enquiries and income management;
- Developing and implementing a communications programme to motivate and inspire event participants, helping them to achieve their fundraising targets;
- Developing and implementing a social media schedule to promote the event;

- Developing long-lasting and meaningful relationships with event participants and other supporters;
- To help maximise the fundraising potential and volunteer recruitment opportunities through events;
- To attend events and help with their smooth delivery;
- Identify and develop new event fundraising opportunities, with the support of the wider team;
- To develop social media content to promote fundraising events and other charity activities;
- To contribute to the whole fundraising team's annual targets and the wider charity objectives;
- To act as an ambassador for the Youth Adventure Trust.

Person Specification

We need someone with:

- Experience in a fundraising environment, ideally in events or corporate fundraising;
- Strong administrative skills and an excellent eye for detail;
- A track record in developing good relationships with supporters/stakeholders;
- Excellent organisational and time management skills with the ability to prioritise work, juggle conflicting demands and meet tight deadlines;
- Knowledge of marketing, communications and social media, with an ability to use those skills to promote opportunities effectively;
- Excellent verbal and written communication skills across all channels, including telephone, video calls, emails and social media;
- Experience in using a CRM database and strong IT skills including Microsoft office products and design programmes such as Canva. Word press experience is desirable;
- Willingness to work variable hours, flexibility to travel occasionally with overnight stays and able to work from home;
- A love of the outdoors and happy to be outside, whatever the weather;
- A good understanding of the positive impact outdoor adventure can have on vulnerable young people and a desire to help the Youth Adventure Trust change more lives.

Safer Recruitment

The Youth Adventure Trust is committed to safeguarding and promoting the welfare of young people and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Therefore:

- a satisfactory DBS Disclosure will be required for this post;
- we will seek references on shortlisted candidates before a second interview, and may approach previous employers for information to verify particular experience or qualifications;
- if the applicant is shortlisted, any relevant issues arising from his or her references or application will be taken up at the second interview;
- applicants should note that providing false information is an offence and could result in the application being rejected, or dismissal if the applicant has been selected, and possible referral to the police.

How to Apply

Please complete the Application Form which includes the opportunity to outline why you think you are suitable for this role, making specific reference to the Job Description and Person Specification above.

The Application Form should be returned to:

Louise Balaam, Director of Fundraising by email: louise@youthadventuretrust.org.uk

Applications Closing Date:

Wednesday 23rd June 2021 at 5pm

Shortlisted candidates will be notified on Friday 25th June

Interview Date:

Wednesday 14th July [Location TBC]

Shortlisted candidates will be asked to complete a written task before the interview.

Unfortunately we are unable to reimburse interview expenditure incurred.

The Youth Adventure Trust sincerely thanks all those who apply, however only those considered for an interview will be contacted.

Data Protection Statement

For information about how we use your data, please see the Privacy Policy on our website www.youthadventuretrust.org.uk/privacy, or request a hard copy by calling 0330 123 2446.

Equal Opportunities and Diversity Statement

The Youth Adventure Trust is an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

Additional documentation with this Job Pack:

- Application form
- Recruitment of Ex-offenders Policy
- Self Disclosure Form