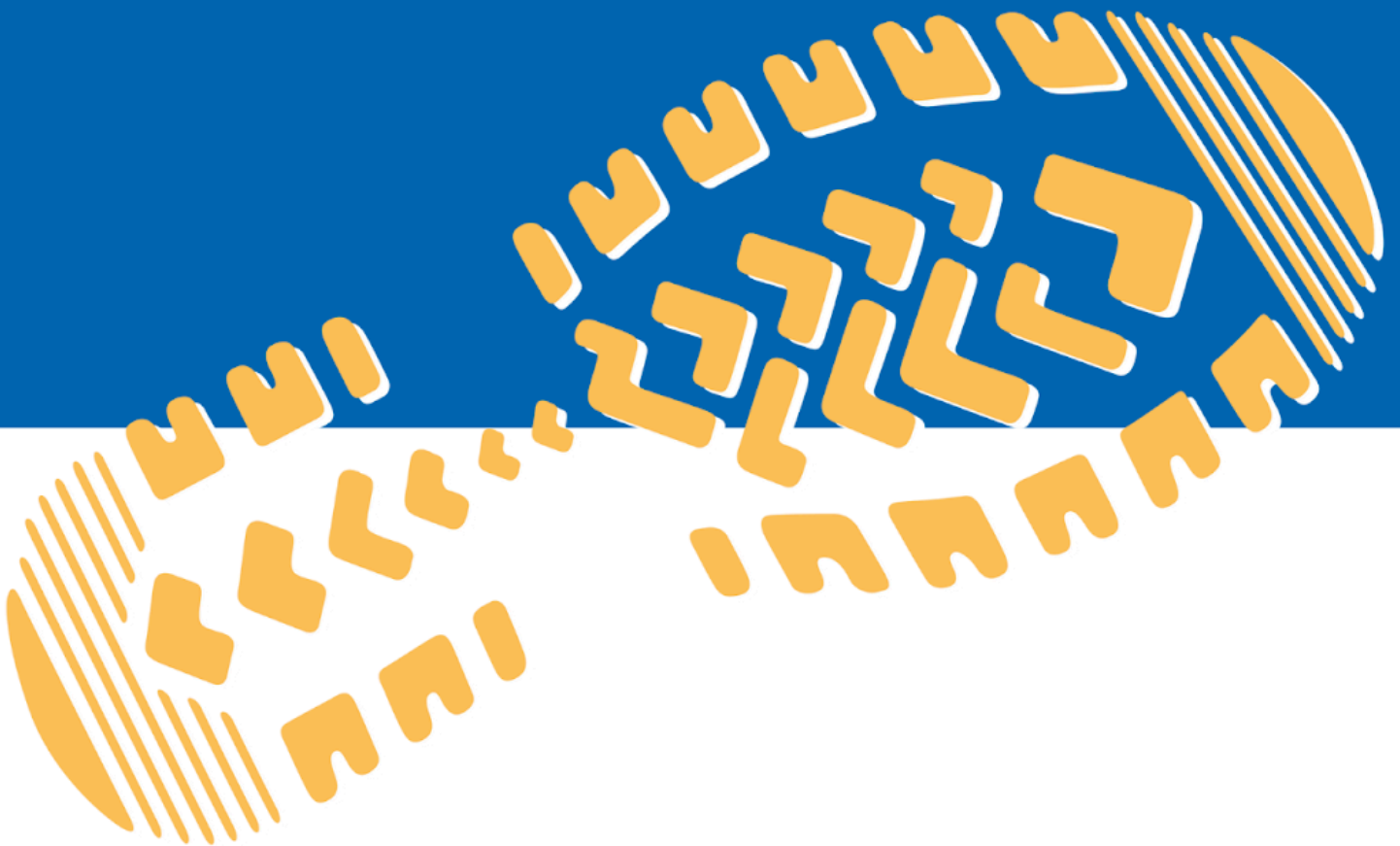


Youth Adventure Trust Challenge Events Manager Job Pack



Date: 12th January 2026

Prepared by: Louise Balaam, Director of Fundraising

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Summary

Title: Challenge Events Manager
Reports To: Corporate Partnerships Manager
Reports: Events Fundraising Officer
Location: Home-based with easy access to South West
Contract: Permanent, full time
Salary: £28,000 - £30,000
Hours: 35 hours per week, flexi-time available
Holiday: 25 days plus public holidays
Application: Application Form
Closing Date: Sunday 8th February 2026 at 23:59

The Charity

The Youth Adventure Trust is a youth development charity working with vulnerable young people aged 11 to 16 years old from Wiltshire, Swindon and Somerset.

Our outdoor activity based YAT Adventure Programme enables young people to challenge themselves, experience success, learn to go beyond their own expectations and grow in confidence. Through a series of residential camps and day activities they are able to build resilience, self esteem and develop social and life skills. The YAT Resilience Programme works to the same outcomes through a year long programme of monthly activities, home-based challenges and reflective practice. Our Mentoring Programme works with those young people in need of some additional individualised support at the end of our other programmes. The Trust's Bursary Programme is open to all those young people who have completed an initial programme, in order to assist their next steps into further activities. Our aim is to make a lasting improvement to the lives of vulnerable young people. All our services are provided completely free of charge to the young people who are nominated by schools and other youth organisations to take part.

The continued success of the fundraising team is more important than ever as we plan to increase our capacity and support more young people through our programmes. This is an exciting time to join a small charity with big ambitions and a friendly, supportive team who are committed to helping vulnerable young people achieve their potential.

The Role

Do you love spending time in the outdoors? Are you a highly-organised people-person who thrives on the excitement of event management? If you want to deliver an in-house challenge events portfolio for a charity which is rooted in outdoor adventure, then this is the job for you!

This is a fantastic opportunity to deliver and develop our programme of challenge events, build meaningful relationships with new and existing supporters and help us grow this important income stream. You will work on bespoke corporate team-building challenges, high-energy industry networking events like the Hike Bike Paddle for the sports and outdoor sector and the Housebuilders Challenge, and our popular open events like the Wiltshire 3 Peaks Challenge and the Somerset Cycle. Challenge events are a fantastic way to engage supporters with our work, giving them the opportunity to step outside their comfort zones, embrace the outdoors and achieve things they never thought possible - similar to our work with the young people on our programmes.

The Challenge Events Fundraiser role is a varied position which would be perfect for somebody who has event management experience. You will be responsible for the full event cycle, from the initial planning, participant recruitment and stewardship to on the day event delivery and post event follow ups. You will be somebody who can spot opportunities, take on a project and run with it. You'll be an excellent communicator, happy to pick up the phone to chat to event participants, deliver pre-event webinars or create engaging participant emails. You're self-motivated, well organised, able to multi-task, a strong administrator, a fantastic team player, have excellent interpersonal skills and enjoy being outdoors.

You will work closely with the Corporate Partnership Manager who is highly experienced in delivering our challenge events, but needs time to develop new corporate partnerships. There will be plenty of opportunity to meet the young people on our programmes, visiting camps and taking part in activities. This will help you really understand the life-changing difference the Youth Adventure Trust makes and enable you to show our incredible fundraisers the tangible impact of their support.

Job Description

Key responsibilities include:

- Delivering our portfolio of challenge events, working under the guidance of the Corporate Partnerships Manager to ensure we build long-lasting and meaningful relationships with event sponsors and participants;
- End-to-end management of the full event lifecycle, including participant recruitment, communications, event logistics and participant stewardship;
- Ensuring all events are delivered on time, on budget and meet ambitious fundraising targets;
- Developing a comprehensive event communications schedule and engaging event materials to promote events, drive recruitment and ensure participants are well-informed about the challenge and the charity;
- On-the-day event management, calmly responding to changing and potentially challenging situations and ensuring event volunteers, participants and staff are well-supported and have an enjoyable, memorable and safe challenge event experience;
- Line-manage the Events Fundraising Officer, providing guidance and delegating tasks effectively;
- Oversee key event personnel, ensuring volunteers and paid staff are well-briefed and supported throughout the event process;
- Oversee event administration, including online giving and CRM (Salesforce) updates, income management and accurate record-keeping;
- Regular reporting against recruitment, income and relationship management KPIs;
- To always give consideration to the long term development of individual and corporate relationships for the maximum benefit of the charity and ensure the smooth flow of information within the team;
- Contributing to the fundraising team's annual targets and the wider charity objectives;
- Acting as an ambassador for the Youth Adventure Trust.

Person Specification

We are looking for somebody who fits most of the following criteria. We have a well-established portfolio of in-house events and need somebody who can ‘hit the ground running’ when it comes to delivery as well as bring ideas and experience they can draw on to help us develop that portfolio.

1. Professional Experience & Fundraising Track Record

- Experience and a proven track record working on fundraising events.
- Experience of achieving fundraising targets and working to key performance indicators.
- A knowledge of fundraising best practice.
- Experience managing staff or volunteers and the ability to motivate a team.

2. Event Management & Operational Skills

- An understanding of event management procedures and the need for accurate record-keeping.
- Calm under pressure, a “roll your sleeves up” attitude, expects the unexpected, thinks on your feet and adapts quickly when situations change on events.
- Highly organised, with exceptional time management skills and able to juggle multiple event deadlines simultaneously.
- Excellent administrative skills and an eye for detail.

3. Communication, Marketing & IT

- Excellent verbal and written communication skills across all channels, including telephone, video calls, email and social media.
- Skilled in the art of writing and delivering engaging presentations, social media posts, newsletter articles and fundraising materials.
- An understanding of marketing, communications and social media, with an ability to use those skills to promote opportunities effectively.
- Experience in using a CRM database, strong IT skills, experience of using tools like Canva, Loom and WordPress (advantageous).

4. Personal Attributes & Working Style

- Self-motivated with an understanding of best working practices when working from home.
- A full driving licence and own vehicle, with easy access to the South West for team meetings, training and programme visits.
- Willingness to work variable hours, flexibility to travel as required for meetings and events with occasional overnight stays.

5. Values, Mission & Safeguarding

- A genuine passion for the outdoors, a willingness to be outside whatever the weather, and an understanding of how our events lead to so much more than just an income line.
- 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.
- Commitment to safeguarding and promoting the welfare of young people.

Safer Recruitment

The Youth Adventure Trust is committed to safeguarding and promoting the welfare of young people and requires all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Please be advised;

- a satisfactory Enhanced 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 interview;
- in accordance with due diligence checks, online searches may be conducted as part of the selection process on shortlisted candidates;
- if the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired” (e.g. where a warning could no longer be taken into account in any new disciplinary hearing), and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, then contact will be made with that employer who will be asked about these issues; and
- 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.

Please review our Safeguarding Policy available at www.youthadventuretrust.org.uk/policies

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

Applicants are welcome to call Louise on 07904 037525 if they would like to discuss the role or the application process before applying.

Applications Closing Date:

Sunday 8th February 2026 at 23:59

Shortlisted candidates will be notified by Wednesday 11th February 2026

Interview Date:

Tuesday 17th February (in person, Bristol)

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