

## **JOB PROFILE**

<b>JOB TITLE:</b>	Sports Events Coordinator
<b>SALARY:</b>	c£24,000 - £32,000 depending on experience
<b>CONTRACT:</b>	Permanent Full Time
<b>LOCATION:</b>	London (Office based), with travel
<b>REPORTING TO:</b>	Sports Events Manager
<b>DIRECT REPORTS:</b>	No Direct Reports

### **Main purpose of position**

Develop and grow the Children with Cancer UK portfolio of sports events.

### **Children with Cancer UK: Our Vision**

Our vision is of a world where no child dies of cancer.

Since we were inaugurated in 1988, we have been dedicated to fighting the injustice of cancer in children. We raise and invest money for vital specialist research to save the life of every child with cancer and keep their family together.

By liberating visionary researchers and accelerating breakthroughs we have helped to drive childhood cancer survival rates up from 63.7% in 1990 to a predicted 84%\* in 2017.

We also support families whose lives have been turned upside down by:

- helping to fund the building of free patient and family homes near hospitals around the UK;
- supporting charities offering financial assistance to families during treatment;
- giving children and families unforgettable days out – creating memories that can never be lost.

\* Survival rates are based on 5 year survival. The 84% figure for 2017 is an estimated figure by the Office of National Statistics, exact figures will be known in 2023

Children with Cancer UK (the Charity) is the leading national children's charity dedicated to the fight against childhood cancer. Our aims are to determine the causes, find cures, improve treatments and provide care for children with cancer.

### **Key priorities and relationships**

#### **1. Sports Events**

- 1.1. To assist the team on flagship events, including the Virgin Money London Marathon.
- 1.2. To manage a range of sports events, such as: RideLondon and Great North Run
- 1.3. Develop portfolio of sports events in conjunction with your line manager.
- 1.4. Recruit and support new fundraisers to maximize their fundraising potential.

- 1.5. Liaise with existing and new fundraisers, providing fundraising materials, encouragement and support.
- 1.6. To assist with the organisation of the team's presence on event days and attend as required.

## **2. Administration**

- 2.1. In conjunction with your line manager, you will agree fundraising and other targets associated with the activities and events and meet these targets within the agreed budgets and deadlines.
- 2.2. To monitor income and expenditure on your activities regularly. Identify problems (actual or potential), and agree any remedial steps with your line manager in advance and implement.
- 2.3. To manage fundraising activities on Raiser's Edge.
- 2.4. To ensure that data relating to participants and prospective participants is kept up-to-date and accessible to other members of the team
- 2.5. To answer and respond courteously to any calls from fundraisers and prospective fundraisers.
- 2.6. To deal promptly with enquiries, both over the telephone and in writing.
- 2.7. To assist in the banking all monies received and thanking of fundraisers.
- 2.8. To ensure mailings are dispatched effectively on a regular basis
- 2.9. To assist in the monitoring of stock and materials and ensuring adequate stocks are always held and available.

## **3. Additional Responsibilities**

- 3.1. Public speaking, for example to talk about the charity when collecting a cheque from fundraising group.
- 3.2. The role will require some evening and weekend work.
- 3.3. Participate in other activities within the charity from time to time
- 3.4. Any other reasonable duties as directed by your line manager.

Please note: this Job Description may be subject to change – duties may be removed or added based on the needs of the Charity

### **Other information**

The post requires a certain amount of evening and weekend work and the post holder is expected to attend events as and when required – events could be in London or over several days throughout the UK or abroad. The charity operates a time off in lieu system to make this time up which your line manager will need to approve.

## Person Specification

**Job title:** Sports Events Coordinator

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> <li>• Articulate and literate to a high level</li> <li>• Good customer service skills and an ability to work with a variety of stakeholders, including fundraisers, committee members and Trustees</li> <li>• Excellent organisational skills</li> <li>• Ability to prioritise and multi-task</li> <li>• A keen eye for detail</li> <li>• Project management experience</li> <li>• Experience of dealing with charity supporters</li> <li>• Good Excel skills</li> </ul>	<ul style="list-style-type: none"> <li>• Public speaking</li> <li>• Experience using Raiser's Edge</li> <li>• Demonstrable success in increasing and managing income generated</li> <li>• Experience of working on the London Marathon</li> <li>• Experience of Project Management</li> </ul>	Application and Interview
Qualifications, training and education	<ul style="list-style-type: none"> <li>• Degree or equivalent level of education</li> </ul>		Application
Experience	<ul style="list-style-type: none"> <li>• Community fundraising</li> <li>• UK Sports Events</li> <li>• A proven interest in the charity sector and specifically working within events.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in managing budgets</li> <li>• Experience of helping to organise mass-participation events</li> </ul>	Application and Interview
Other requirements	<ul style="list-style-type: none"> <li>• Enthusiastic, confident, sociable, resilient</li> <li>• A self-starter who can plan their own diary and seizes the initiative</li> <li>• Creative and innovative</li> <li>• Good team player</li> <li>• Ability to work under pressure and to deadlines</li> </ul>		Interview

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder. To gain the knowledge and experience required, the post holder will be expected to remain in their current position following a successful probationary period for between 6-9 months.