****

**Children with Cancer UK**

**Job Title:** Sports Event Co-ordinator

**Band:** E

**Contract:** Permanent

**Hours:** Full-time, 35 hours per week

**Reporting to:** Senior Manager Events

**Job Summary**

Support the delivery of Special Events at Children with Cancer UK, including;

Breakfast Clubs and Showcase events.

This role is crucial in the development of our philanthropy department and is intended to introduce a calendar of activity with Breakfast Clubs and Showcase events that demonstrate to our audience the work that Children with Cancer UK carries out and how the donations received are invested.

**Background information**

Children with Cancer UK is the leading national charity dedicated to the fight against childhood cancer. Our aims are to determine the causes, find the cure and provide care for children with cancer. The charity was founded in 1988 following the death of 14-year old Paul O’Gorman to leukaemia and, just nine months later, his sister Jean, also to cancer. Before his death, Paul’s parents promised to help other children with leukaemia and, today, we fund life-saving research into childhood leukaemia as well as all other forms of childhood cancer.

* **We fund life-saving research** into the causes, prevention and treatment of childhood cancer.
* **We fund innovative welfare projects** to provide better care for young cancer patients and their families.
* **We campaign** to raise awareness of childhood cancer, to protect more children and to improve the lives of young cancer patients, today and for future generations.

**Role Responsibilities**

* To log information about supporters accurately.
* To deal promptly with enquiries, both over the telephone and in writing.
* To ensure mailings and post are dispatched effectively on a daily basis.
* To coordinate all banking and batching of monies received.
* To maintain awareness of event statistics in terms of enquirers, participants and

income.

* To help with writing and creating Special Event materials as required.
* Represent the charity at various fundraising events
* Assist colleagues in the Events Team to ensure the smooth running of all events, for

example, liaising with venues, organisers and suppliers.

* To assist with events administration and attend events as required.
* Undertake some cold mailing and cold calling for specific product / prize donations or
* supporter acquisition
* To log and monitor prizes for the team
* To ensure that the Events Office area is kept tidy and orderly at all times
* Participate in other activities within the charity from time to time
* Any other reasonable duties within the team and across the charity as directed by the

Events Manager

* Project manage the philanthropy event calendar
* Liaise with key supporters to maximise their fundraising income whilst ensuring the
* highest levels of service is provided
* Liaise with prize donors and advertisers regarding copy for special event brochures.
* Liaise with designers and printers regarding production of special events materials
* Assist with all other areas of the Events team’s portfolio of activity.

**Personal Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills**  | * Articulate and literate to a high level
* Good customer service skills and an ability to work with a variety of

stakeholders, including fundraisers,committee members, celebrity supporters and Trustees* Excellent organisational skills
* Ability to prioritise and multi-task
* A keen eye for detail
 |  |
| **Experience** | * A proven interest in the charity sector and specifically working within events.
* Experience of dealing with senior-level contacts both internally and externally
* Experience of working with a CRM system
 | * Experience of using Raisers Edge
* Experience in organising events.
 |
| **Knowledge** | * Sound knowledge/understanding of the principles of Corporate Fundraising
* Good knowledge of

Microsoft Office programmes, such as Outlook, Word, PowerPoint and Excel |  |
| **Personal qualities**  | * Enthusiastic, confident, sociable,resilient
* A self starter who can plan their own diary and seize the initiative
* Creative and innovative
* Good team player
* Ability to work under pressure and to deadlines
 |  |
|  |  |  |