

JOB PROFILE

JOB TITLE:	Events Manager
CONTRACT:	Permanent, full time
LOCATION:	London, office based with occasional travel
REPORTING TO:	Special Events Manager
REPORTS:	Events Intern
SALARY:	£30,000 - £35,000

Main purpose of position

The Events Manager is responsible for the delivery of Children with Cancer UK's special events programme including the Children with Cancer UK Ball and a series of cultivation events.

Children with Cancer UK

Children with Cancer UK Established in 1987, by our Chairman Eddie O'Gorman, following his youngest son Paul O'Gorman passing away from acute lymphoblastic leukaemia, Children with Cancer UK has gone on to become a leading force in paediatric oncology.

In the last 32 years we have raised a staggering £230m in the fight against childhood cancer. Over the years, working with the scientific community, we have made significant breakthroughs in the treatment of acute lymphoblastic leukaemia, and have contributed to raising survival rates from 63% to 84%. Alongside this we have also invested in patient family accommodation and grants to families, in addition to supporting family days out and welfare programmes throughout the UK, helping them maintain as normal a life as possible during their child's treatment.

We are moving into a new phase of growth and are investing in our teams to expand our reach, grow our awareness and deliver greater income. Our leading pillar of work continues to be research into the cause, treatment and cure of this cruel disease, and we will not stop until every child survives.

Organisational Objectives

1. We will aim to be the biggest not-for-profit annual financial contributor to research into cancer in children and young people in the UK
2. We will fund high quality research aimed at developing treatments which are not only more effective but less debilitating and disruptive to young lives
3. We will contribute to peer reviewed research into the discovery and reduction of causes of cancer, including directly supporting the work of the International Agency for Research in Cancer (IARC, part of WHO)
4. We will provide capital funding to encourage the development of centres of excellence in childhood cancer research
5. We will raise public awareness about our activities and the results of relevant research
6. We will continue to support respite homes and associated financial support for children and families affected by childhood cancer
7. We will seek to influence the development of policy to promote the best interests of children with or at risk of cancer
8. We will maintain a place in the top 100 UK charities, based on fundraising activity

Role Key Relationships

- Events Manager, Head of high value fundraising, Events Coordinators, Events Intern
- Committee members, donors, event guests
- Children with Cancer UK staff
- Suppliers and venues

1. Key responsibilities

- 1.1 Professionally manage and develop key events within the charity's special events portfolio, maximising income and support for Children with Cancer UK
- 1.2 Work closely with the event committees to ensure the events are managed appropriately and all opportunities are maximized
- 1.3 Work with the events manager, new business manager and the head of high value fundraising to secure event sponsorship finding innovative approaches
- 1.4 Develop and deliver strategies to ensure all event fundraising opportunities are maximized and ensure that yearly income and expenditure targets are achieved
- 1.5 Identify opportunities for income growth from high value events, generating ideas and concepts for raising our profile, engaging with and maximising income from the sector.
- 1.6 Manage key supplier relationships to ensure that best value is being driven for the charity without compromising on quality
- 1.7 Identify and maximize ways to add non-financial value to the event e.g. PR activity
- 1.8 Support the Event Coordinators in their management of the welfare events portfolio and attend events as appropriate
- 1.9 Line management of the events intern (position to start June 2020)

2. Budgetary

- 2.1 Report on income and expenditure throughout the year
- 2.2 Contribute to creating departmental budgets alongside the Event Manager
- 2.3 Monitor and analyse income and expenditure progress vs budget regularly to identify any problems and manage risk

3. Additional responsibilities

- 3.1 Manage fundraising activities on Raiser's Edge database
- 3.2 Undertake any other duties that are relevant to the job requested by the line manager.

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Strong relationship management skills, an ability to deal with stakeholders at all levels</p> <p>Experience of managing an event committee for a high value event</p> <p>Excellent organisational skills with a keen eye for detail</p> <p>Time management, prioritisation and planning skills</p> <p>Articulate and literate to a high level</p> <p>Excellent people and interpersonal skills</p> <p>Proficient computer skills including Microsoft packages</p>	Line management experience	Application and interview
Qualifications, training and education	Degree level education or equivalent level of work experience		Application
Experience	<p>Experience of working on a high value event with an income of at least £100,000</p> <p>Experience of leading on the project management of a variety of events from start to finish</p>	<p>Experience of managing and reporting on a budget for a high value event</p> <p>Experience of managing cultivation events</p> <p>Experience of using Raisers Edge</p>	Application and interview
Personal qualities	<p>Enthusiastic, confident, sociable, resilient, reliable</p> <p>Creative and innovative</p> <p>Able to work collaboratively as part of a team and contribute to a positive working environment and culture</p> <p>Ability to work under pressure and to deadlines</p>		Interview

Other information

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.

At Children with Cancer UK we value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.