

Job Description

Events Manager

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Job Title:	Events Manager
Main Purpose:	<ul style="list-style-type: none"> To deliver, manage and develop all aspects of Weston Park Cancer Charity's diverse events portfolio Take responsibility for all aspects of event planning, budget management, health & safety, event delivery and post-event evaluation To work with the Director of Fundraising and Marketing and SMT to create & deliver a new mass participation event to achieve our strategic objectives To deliver a range of supporter and staff engagement events throughout the year in line with our door recognition & stewardship plan
Responsible to:	Business Development Manager
Job location	Primary base Weston Park Cancer Charity Office, Whitham Road, Sheffield S10 2SJ (elsewhere and event site working as required)
Hours	37.5 per week
Salary	£25 – £30k
Benefits	6% pension contribution Westfield Health Cover upon completion of probationary period
Contract	Permanent
Application closing date	Monday 7th October 2019 at 4pm
1st Interview date	Tuesday 15 th October 2019

Weston Park Cancer Charity is committed to fund things the NHS cannot, and raises over £2million every year to provide; practical help to those in need, emotional support to those in despair and enhanced care for those who need it most.

We are

- Caring and supportive
- Dedicated to delivering the best
- Knowledgeable and professional
- Aspirational and curious
- Proud to be a part of Team Weston Park

We are seeking a proactive, experienced, events professional who shares our values to join Weston Park Cancer Charity's busy charity team.

Our Event's Manger will play a vital part of our Fundraising team and help us to deliver our vision: a better life for those living with, and beyond, cancer in our region.

If you are interested in progressing your events career within an organisation which makes a real difference to the lives of thousands of people we'd love to hear from you.

About you:

- We are seeking a dynamic Events Manager to deliver our events programme.
- You will be a forward thinking, team player with a 'can do' attitude and a real passion to deliver an exciting and engaging events programme.
- You will have significant events experience (either within the charity sector or the private sector) with a proven track record of the end-to end management of safe & successful events designed to meet a range of objectives (including maximising income generation) and appeal to a range of audiences
- You will have experience of risk management and Health and Safety at events.
- You will have experience in the creation and development of new events appealing to a mass market audience
- You will be confident in managing, inspiring and engaging volunteers
- You will have your finger on the pulse and be aware of the latest trends and innovations in event management
- You will have excellent communication skills to work with a range of stake holders including staff from across the organisation, donors and potential donors, volunteers, Patrons and ambassadors, members of the public, the media and Trustees.

Principle Duties:

- This individual will report to the Business Development Manager to deliver an exclusive & diverse portfolio of Weston Park Cancer Charity events including: *Race Day, Golf Day, Charity Ball* & various supporter and staff engagement events during the year
- Conduct comprehensive & dynamic risk assessments of all events ensuring the safety of participants, volunteers and staff at all times
- Research and negotiate supplier and vendor contracts
- Produce detailed event plans including timelines, venues, suppliers, legal obligations, staffing and budgets
- Work with the Marketing team to create event collateral, event content, messaging and positioning to support event participation, audience engagement and brand delivery
- Work with Marketing team to plan and deliver appropriate participant stewardship & communication plans providing a high level of supporter care
- Produce Risk assessments for each event
- Work with Business Development Manager to design and negotiate sponsorship packages for our events
- Manage post-event evaluation & analysis including developing event feedback surveys
- Provide for a high level of supporter care to all participants

General Responsibilities:

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.

- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, and the General Data Protection Regulations
- Respect the confidentiality and privacy of donors, guests and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves.
- Participate in personal training, development, appraisals and undertake all relevant training as required.
- To ensure that all staff, customers, partners, volunteers and users are respected and valued
- Uphold the commitment of the organisation to equality and diversity

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

To apply:

If you are interested in applying for this position, please send your CV and a covering letter stating why you believe you are suitable for this role to:

Apply by post:

Private and Confidential
Darren Hayes
Business Development Manager
Weston Park Cancer Charity
Whitham Road
Sheffield
S10 2 SJ

Apply by email: to

darren.hayes@sth.nhs.uk

We are unable to confirm receipt of applications. Shortlisted candidates will be invited to interview – on Tuesday 15th October if you haven't heard from the charity by Tuesday 8th October you can assume on this occasion your application has been unsuccessful.

