



JOB DESCRIPTION	
Job Title:	Event Fundraiser
Hours of Work:	37.5 hours, Monday – Friday (evening and weekend work will be required)
Base:	Barnsley Hospice, Gawber, S75 2RL
Department:	Fundraising
Accountable To:	Community and Events Manager
Responsible For:	In this role, you will be responsible for generating income for the hospice by managing a dynamic calendar of fundraising events. You will plan and deliver the events in accordance with all relevant legislation, whilst ensuring the best possible supporter experience.
Job Purpose:	As the Event Fundraiser, you will be at the heart of organising and managing our major fundraising events, including our Treecycle, Light up a Life and our Annual Golf Day. Importantly, you will also bring innovation and creativity to your role, introducing new hospice events and re-imagining our core events calendar. Your goal is to maximise fundraising and ensure every event provides a fantastic experience for our supporters – helping the hospice to reach more members of the local community. You'll handle everything from selecting venues and managing logistics to promoting the events and ensuring all safety measures are in place. Your efforts will help us raise significant funds while creating memorable experiences for everyone involved. You will also support smaller events as required, and work closely with the Marketing and Communications Team to boost event promotion both internally and externally. You will work with the Volunteer Coordinator to recruit and manage volunteers and inspire internal teams to ensure all events are staffed sufficiently. You will understand the relevant legislation, carefully recording all event processes to ensure compliance, and make each event a success. Your role is crucial in ensuring that our events run smoothly, meet fundraising goals, and contribute positively to our charity's mission.

Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life- limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
Main Duties & Responsibilities:	
<p>Key Duties and responsibilities</p> <p><i>Overall event management</i></p> <ul style="list-style-type: none"> • Plan and execute the calendar of hospice's key events, coordinating all aspects of delivery – from projections, booking venues and planning logistics. • Work with the Health and Safety Lead to ensure events adhere to health and safety regulations to provide a secure environment for attendees – including risk assessments, and safety plans. • Lead on event health and safety, ensuring all team members follow procedures and protocols. Keep the team informed and ensure that every event is safe, contributing to a positive and secure experience for all participants. • Seek out and explore new fundraising event ideas to increase income. Research trends, assess potential events, and propose innovative ways to enhance the hospice's fundraising efforts while delivering high-quality experiences. • Assist with smaller events by providing your expertise to ensure they are as successful as possible. Help with logistics, promotion, and execution to support the team and enhance the overall fundraising impact. • Work with the Community and Events Manager to develop relevant standard operating procedures and policies. • Answer relevant supporter enquires via telephone, email or through the hospice website. • Conduct thorough evaluations of each event to assess performance and identify areas for improvement. Use feedback to enhance future events, ensuring better fundraising outcomes and improved attendee experiences. • Work with the Community and Events Manager to develop the annual events budget. Manage event budgets carefully to maximise income while staying within financial limits. Track expenses, negotiate with suppliers, and ensure that events are cost-effective and financially successful. Source gifts in kind where possible. • Work with the Corporate Partnerships Manager to ensure core event costs are covered by corporate sponsorship. • Record all processes and procedures related to event fundraising. Ensure that all documentation is accurate, up-to-date, and accessible for future reference and continuous improvement. • Improve supporter journeys for all income streams within your remit, ensuring all hospice supporters receive the best possible experience. Record these improved supporter journeys appropriately and ensure all communications with supporters are accurately recorded in the hospice's CRM (Donorflex). 	

- Work with the Supporter Engagement Team to ensure all income is inputted and reported onto the CRM accurately and efficiently.
- Make data-driven decisions using data from our CRM and external benchmarking.
- Effectively manage a large and fast-paced workload

Promotion

- Identify case studies and work with the Marketing and Communications Team to bring these stories to life.
- Collaborate with the Marketing and Communications Team to create and implement promotional plans that boost event participation and fundraising. Ensure messaging is compelling and effective in attracting attendees and supporters.

Volunteers

- Work with the Volunteer Coordinator to recruit, train, and manage volunteers to support events, ensuring they are well-prepared and motivated. Provide them with the resources and guidance needed to contribute effectively to the success of each event.
- Inspire and engage the wider organisation in supporting flagship events. Promote events internally, attend team meetings, and motivate staff to participate as volunteers and support promotion efforts.

General

- Provide support to the Community and Events Manager with other fundraising activities as needed. Collaborate closely to ensure all fundraising efforts are well-coordinated and effective.
- Be an active and supportive member of the wider Income Generation team. Share insights, skills, and knowledge to enhance all income generation activities.
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Other Responsibilities

1. To undertake any other duties, commensurate with the role as required by the Hospice.
2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
3. The post holder will be expected to maintain strict confidentiality at all times.
4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.
5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.
6. The post holder is to ensure data protection is maintained at all times.
7. The post holder will be flexible in terms of working hours in order to meet service needs.
8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Knowledge and educational achievements:	
<ul style="list-style-type: none"> GCSE (C or above) in English and in Maths – essential Full UK driving licence and access to vehicle for business use – essential Fundraising Diploma or Events Management qualification (level 5 or above) – desirable 	<ul style="list-style-type: none"> Application
Experience and work achievements:	
<ul style="list-style-type: none"> At least two years working in a fundraising or events management role – essential Used to working in a fast-paced, busy office environment – essential Experience planning and leading events – essential Experience providing great customer and supporter experience – essential Experience with procurement and negotiating quotes – essential Experience working with volunteers – desirable Experience creating SOPs and policies – desirable 	<ul style="list-style-type: none"> Application and interview
Skills and abilities:	
<ul style="list-style-type: none"> Good working knowledge of Microsoft Office, including Word, Excel and PowerPoint – essential Sound understanding of relevant event legislation – essential Great awareness of event trends and cycles – essential Ability to work to deadlines with competing priorities – essential Excellent organisational skills – essential A keen eye for detail and a thorough approach to all aspects of workload – essential Planning and maintaining budget reports – desirable Proficient at analysing event data – desirable Knowledge of using fundraising CRMs – desirable Knowledge of developing risk assessments and complying with health and safety requirements – desirable Experience supporting with the marketing of events – desirable 	<ul style="list-style-type: none"> Application, interview and presentation.
Personal attributes:	

<ul style="list-style-type: none"> • Friendly and helpful demeanour – essential • Self-motivating and ability to work under pressure – essential • Excellent interpersonal and communications skills – both written and verbal – essential • Compassionate and understanding when dealing with supporters, other key stakeholders and team mates – essential • Great team player and supportive colleague – essential • Ambitious and innovative – essential 	Application, interview and presentation
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Our Values and Behaviours:	
<p>Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. <p>Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. <p>Compassion: <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. <p>Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously. 	<p>Assessment method – application form and interview</p>