



Job Description

- Job Title:** Events Assistant
- Date posted:** February 2010
- Reporting Structure:** The post holder will be a member of the Events Team within the wider Fundraising Department and will report to the Head of Events
- Job Purpose:** To work as a key member of the small Events Team, predominantly assisting the Head of Events in delivering a wide range of major fundraising events and at busy times, supporting the Challenge Events Manager on our range of challenge event activities.

Tasks and responsibilities:

- Updating Willow's database (Raiser's Edge) to ensure accurate records on major event participants, donors and suppliers are maintained.
 - Taking major event meeting minutes and taking action where necessary.
 - Researching new suppliers, venues and partners for major events.
 - Dealing with major event partners and suppliers: obtaining quotes and developing relationships.
 - Dealing with key external supporters, including sponsors, corporate donors and individual supporters.
- Managing the box office for all major events
- Logging and administering all income related to major events.
 - Updating major event budgets, pre- and post-event.
 - Working with the Communications team to prepare major events materials.
 - Liaising with key internal stakeholders, including briefing the Communications team, Volunteer Coordinator and wider Fundraising department on their roles relating to major events.
 - Supporting the Head of Events with the logistics of any given major event.
 - Setting up, attending and wrapping up of major events as part of Events Team.
 - Take responsibility for specific tasks and areas to ensure the smooth running of major events.
 - Responsible for all thanking related to major events: suppliers, donors and supporters.
 - At busy times, provide administrative support to Challenge Events Manager.

Measures of performance:

- Achievement of agreed objectives.
- Quality of care and support offered to all donors and supporters.
- Promptness in responding to supporters and situations.
- Understanding and compliance with current fundraising legislation and the Willow Foundation's internal procedures and policies.

Key working relationships:

- Head of Events
- Challenge Events Manager
- Director of Fundraising
- Fundraising Department
- Communications Department
- Volunteers
- Donors and supporters
- Event suppliers

Person specification

	Essential	Desirable
Knowledge and understanding	<p>Appreciation of fundraising principles and practice.</p> <p>Self-reliant and confident IT user including internet, email, databases, spreadsheets and MS Office.</p>	Experience of Raisers Edge Database.
Experience	<p>Experience of working within a team with ambitious targets and goals.</p> <p>Experience of working on administration within a fundraising, sales or marketing environment.</p> <p>Ability to work as a part of a small flexible team and able to contribute to group targets.</p> <p>Delivering high quality supporter and donor care through ongoing contact and communication.</p>	Experience of working as a volunteer.
Skills and abilities	<p>Organised, self-starter capable of taking initiative.</p> <p>Excellent communicator, both written and verbal, who places high value on attention to detail.</p> <p>Enthusiasm for and commitment to the aims of the Willow Foundation.</p> <p>Able to build and maintain good working relationships with people.</p> <p>Able to work well under pressure and manage own time/workload.</p> <p>Commitment to continuing professional and personal development.</p> <p>Able to work on a number of different projects simultaneously.</p> <p>Able to prioritise with excellent time management and planning skills.</p>	Good influencing and negotiation skills.
Special conditions	<p>Able to work irregular (unsociable) hours and weekends where necessary.</p> <p>Able to maintain confidentiality at all times.</p>	Own car and current driving license.

Applications by CV with a supporting letter by 1st March 2010 by email to simone.martin@willowfoundation.org.uk or by post to Simone Martin, HR Manager, Willow Foundation, Willow House, 18 Salisbury Square, Hatfield, Hertfordshire AL9 5BE.

In return we offer a good remuneration package, 25 days holiday and a contributory pension scheme.

All vacancies will require some work flexibility, including some evenings and weekends.