



Role description

Position Title: Fundraising events officer

Through the doors of Beaumont House you will find a lively and vibrant space, filled with life and laughter. Our staff, volunteers and patients alike bring hope and happiness together in a 'home from home. Patients are at the centre of all that we do. We therefore expect all those who come to join our team (in whatever capacity) to ensure that dignity, safety and confidentiality of all patients is respected at all times and that all patients receive the highest possible standard of physical, psychological and spiritual care.

The purpose of this role is:

The fundraising events officer role is a position in the Fundraising Team of Beaumont House Community Hospice.

The purpose of the role is to plan, manage and develop existing fundraising events in order to deliver the agreed targets for income and profile for Beaumont House Community Hospice. Develop and implement new fundraising events working within the context of the Events Team's plan and overall fundraising plan. Recruit and develop new supporters for participation in fundraising

Responsibilities & Duties

To develop sustainable income through the management of events as follows;

1. Agree set objectives and financial targets with the Fundraising and Marketing Manager and carry out proposal assessments.
2. Produce event plans and monitor the development of each event ensuring that income and other objectives are achieved, advising the Fundraising and Marketing Manager of the progress, and suggesting corrective action if required.
3. Assess potential target audiences for event marketing, develop range of promotional materials and designs for approval, and co-ordinate dispatch of literature.
4. Ensure that all expenditure is kept within agreed budgets and is authorised by the Fundraising and Marketing Manager. Research and negotiate most cost effective options for all event operations. Work to set budgets, monitoring expenditure and keeping accurate records.



5. Ensure that accurate and up to date records are kept of all income generated from fundraising events and that all donations are acknowledged, liaising with Finance Department as necessary.
6. Liaise with fundraising event organisers/sponsors, agreeing service levels and responsibilities. Present a positive image as a Beaumont House representative and point of contact for allocated events.
7. Undertake feasibility and risk assessments, to ensure that any Beaumont House liability in relation to a fundraising event is adequately covered, reporting back to the Fundraising and Marketing Manager.
8. Recruit, brief, and support participants/volunteers involved in fundraising events, from initial enquiry to post event stage. Provide appropriate information and efficient account management. Maintain a positive attitude and proactive contact to motivate and support fundraisers.
9. Ensure that appropriate literature, fundraising materials etc. are provided at events.
10. Attend all events for which you have responsibility, coordinating activities, staff and volunteers on the day.
11. Undertake evaluation of fundraising events, including post-event debriefing and feedback from participants and, if appropriate suggest improvements for future events.
12. To develop and implement new fundraising events in order to maximise the opportunities to raise funds and the profile of the Beaumont House.
13. Research new ideas and opportunities for fundraising events, including market analysis, feasibility studies, identifying resources, budget requirements, potential return on investment, and any overlap with the work of other departments within the Beaumont House.
14. Develop relationships with external event organisers and service providers and other hospices in order to maximise the opportunities to promote awareness of Beaumont House with a wide range of audiences.
15. Remain alert for opportunities to secure event sponsorship. Work with Fundraising colleagues in developing sponsorship proposals as required
16. To ensure that the Events programme is integrated into a pro-active PR and media programme and the Beaumont House overall plan.
17. Build an understanding of Beaumont House including the requirements and priorities ensuring familiarity with key messages and campaigns, and their relevance to the work of the Fundraising Team.
18. Act as point of contact for all events for which you have a responsibility.
19. Maintain an up to date knowledge of charity law affecting fundraising and events.
20. Arrange/attend regular meetings with staff and volunteers to ensure that they are fully briefed on the type of activities and information required to make events successful.



Skills Required

Essential

- Empathy and understanding of the vision and philosophy of Beaumont House
- 2/3 years' experience of successfully organising a wide variety of fundraising and profile raising events
- Experience of managing own workload effectively and planning and organising work to meet deadlines.
- Experience of working effectively without close supervision dealing with problems as they arise.
- Experience of drawing up budgets and managing income/expenditure
- Able to communicate clearly and assertively with people at all levels
- Able to produce correspondence and promotional material in good clear English and to produce accurate work to a high standard at all times
- Able to keep thorough, accurate and up to date records.
- Able to work as part of a team.
- Numeracy, Skills and the ability to develop budgets and a basic understanding of financial accounts
- Demonstrable Knowledge of Microsoft Office software in particular, Word, PowerPoint, Excel and Outlook and databases
- Knowledge of the UK events fundraising sector essential.
- Maximising fundraising opportunities.
- Organising events and event planning with the flexibility to enable attendance at events and presentations as necessary.
- Budget preparation and negotiating skills.
- Venue sourcing. Liaising with sponsors, the general public and volunteers and maintaining good relationships with them.
- Public Speaking and presentations.
- Mathematical, Literacy and IT skills are essential.
- Excellent communications skills both verbal and written.
- Strong organisational and time management skills and with excellent attention to detail
- Ability to work under pressure and meet deadlines.
- Full Driving Licence and use of car for travel, with Insurance for Business Use.

Desirable

- Link to Beaumont House
- Experience of designing and developing promotional material in support of fundraising events.
- Experience of working with volunteers
- A sense of humour and the ability to enjoy a challenging role



What we ask of you

- That you act in a manner at all times which supports the Vision and Values of Beaumont House.
- That you have a positive and proactive approach
- That you are confident and trustworthy

Here at Beaumont House we are committed to providing training and development opportunities to all of our staff and volunteers.

Beaumont House Vision and Values

Our Mission is 'Local Help for Local people'

We will work with integrity and **PASSION** to deliver individualised **HOLISTIC CARE** for patient and their families.

Create a **HAPPY, SUPPORTIVE**, atmosphere where staff and all volunteers and feel valued.

Develop true partnerships, benefitting all parties, inspiring **CONFIDENCE** and **PRIDE**

Have **OPEN TRANSPARENT** two way communication, drawing **REAL VALUE** from all relationships.

PLEASE NOTE:

All roles are subject to receipt of satisfactory references. Roles may be subject to enhanced Disclosure & Barring Service checks.

This Job Description is intended as a guide only and is not an exhaustive list of duties. It is subject to periodic review with the post holder