



**NOTHING
GREAT
IN THE WORLD
HAS EVER BEEN
ACCOMPLISHED
WITHOUT
PASSION**
(HEBBEL)

We need plenty of it.....

Are you the right person to deliver high profile fundraising events?

This is an exciting opportunity for a **Fundraising events officer**. The successful candidate will have excellent event management skills and a passion for organising and promoting exceptional fundraising events as well as the following:-

- Team player with excellent communication skills verbally and written.
- Ability to forge and maintain relationships.
- Proven track record of running high quality events and income generation.
- Strong attention to detail, planning and organisational skills.
- Mathematical, Literacy and IT skills are essential.
- Budget preparation and negotiating skills.
- A great understanding of marketing mechanisms.
- Confidence in public speaking and giving presentations.
- Ability to work under pressure and meet deadlines.
- Willingness to work weekends and evenings.
- Access to a car for work purposes.

This post is 30 hours a week.

For further details and an application pack please ask at Reception or contact Charlotte Coggins, HR Manager on charlotte.coggins@beaumonthouse.co.uk or telephone 01636 610556

Closing date Thursday 6th July 2017

Visit our website www.beaumonthouse.co.uk

'Local Help for Local People'