Events Manager

Caudwell Children’s Charity

Information for Applicants

Contact for enquiries

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Caudwell Children’s Charity
Events Manager
c£23,000 - £26,000 + Benefits + Car allowance if required
Full-time, Permanent
Stoke-On-Trent

Caudwell Children is a national charity which works to transform the lives of disabled children and their families, enabling them to challenge the barriers they face throughout childhood by providing practical and emotional support.

We are preparing to enter an exciting period of growth with a major capital project currently underway which will see the organisation move into a £15million purpose-built therapy and research centre.

It will provide a state-of-the-art base for the charity’s therapies and an environment where ground-breaking research can be undertaken and potentially change the way some disabilities are treated, affecting millions of people around the world.

This is a fantastic opportunity to join a dynamic and fast moving charity at a time when it will attract national and international attention. Find out more at the links below:

About Caudwell – [Download Pdf]

About Caudwell International Children’s Centre – [Download Pdf]

How to apply

For more information and an informal conversation, please contact Vikki Park, Principal Consultant, NFP Consulting on 07495 259 123 or email vikki.park@nfpconsulting.co.uk

Application is by way of CV and supporting statement.

Closing date: 17th October at 10am

First interviews: Week commencing 23rd October
Job Description

Job Title: Events Manager
Reports to: Head of Events
Hours: Full-time (37.5 hours)
Term of Post: Permanent
Salary: Competitive

Established in 2000, Caudwell Children works to transform the lives of disabled children and their families, enabling them to challenge the barriers they face throughout childhood by providing practical and emotional support.

The Charity is preparing to enter an exciting period of change with plans to open a new state-of-the-art therapy and research facility later this year on the Keele University site. This world leading facility will act as the Charity’s new Head Office, as well as a Medical Assessment Centre for research into childhood disabilities.

PURPOSE OF THE POST:

To support our exciting development plans, we are now looking to recruit an experienced, entrepreneurial, enthusiastic and highly organised Events Manager to join the growing Caudwell Children’s Events Team. This is a fantastic opportunity to work in a key role for a dynamic, fast moving Charity. You will need to be highly motivated, efficient and enjoy working as part of a fast moving team.

Our busy and ambitious Events Team manages over 50 events each year from our famed luxury Butterfly Ball in London, international cycles, local abseils, our new Ladies Lunch series to our Colour Runner and Elf run in Stoke.

You will need to have excellent communication skills, be persuasive, articulate and results-driven, with top class administration and organisational abilities, a stickler for detail and able to juggle multiple projects at once. Competent in Microsoft Office packages and experienced in using a CRM system. This is not a 9-5 job, you will need to be flexible with your working hours in this demanding but rewarding role that will require regular evening and weekend working.

This is a very varied role, you must be able to juggle the demands of several events and team members, able to prioritise whilst ensuring all supporters and stakeholders receive professional, first-class customer service, communications and the best possible event experience.

You will work with the team to develop and deliver a national events strategy and grow income at an agreed ROI. You will need to hit the ground running and be bursting with new ideas to deliver new event income in 2017 and beyond.

MAIN DUTIES & RESPONSIBILITIES:

- Develop new events in line with the Event’s strategy, meeting participant and income targets and ensuring ROI and best NET income.
- Support and add value to the current team activities and events.
- Manage your own event P&L’s, raising accounts paperwork and researching suppliers to source best prices.
• Create relevant supporting documents for events to include: guest packs, design, PR and marketing briefs, briefings for guests and VIP’s.
• Dealing with different stakeholders, suppliers, beneficiaries, participants and guests, developing effective relationships.
• On the day event management.
• Assist in the management of supporter database.
• Cold calls to source prizes for fundraising and auctions.
• Sponsorship and event sales calls to ensure maximum sales at events.
• Debrief, evaluate and improve events.

The above list is not exhaustive.

SKILLS & EXPERIENCE REQUIRED:

• Must have experience of delivering a portfolio of events that raises £100k – 500k.
• Experienced in delivering events with limited budgets and to strict ROI targets.
• Experienced in working in a busy environment, be a team player with a flexible approach and good communication skills.
• Ability to work under pressure to meet deadlines, prioritising your own workload.
• Strong IT and administration skills, experienced in MS Office packages.
• Organised and proactive approach.
• Flexible and able to travel throughout the UK and overseas.

DISCLOSURE AND BARRING SERVICE CHECKS:

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). Dependent on the role, one of the following DBS checks will be carried out:

• Standard disclosure
• Enhanced disclosure
• Enhanced disclosures with children’s and/or adults’ barred list check(s):

This role is not exempt under the Rehabilitation of Offenders Act and is therefore eligible for a standard disclosure.
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