



JOB DESCRIPTION

POST:	Events Manager
LOCATION:	Rugby Portobello Trust, London
RESPONSIBLE TO:	Fundraising and Grants Manager
DBS CHECK:	This post is subject to Adult & Child Workforce regulations

JOB PURPOSE:

To work within the Fundraising Department to plan, execute and manage fundraising events on behalf of P3's Rugby Portobello Trust.

KEY RESPONSIBILITIES

- Lead on the planning, execution, management and administration connected with The Rugby Portobello Trust's fundraising events, including but not limited to agreeing event budgets; finding and securing suitable venues; organising facilities and amenities; sourcing, liaising with and booking contractors; organising venue layouts and set-up; producing event programmes; managing event-related websites; and booking and managing event-related staff and volunteers.
- Organise event-related committee meetings, including liaising with event Chairs to set agendas, coordinate meetings, take minutes and disseminate accurate minutes in a timely manner.
- Work with event Committees to recruit new members to help grow the events year-on-year.
- Lead on event administration, including but not limited to post-event accounting and record-reconciliation, Gift Aid updates, banking of funds raised, reporting income to finance and post-event comms to donors and guests.
- Lead on proposal and management of event-related PR and comms, including but not limited to event-related social media campaigns and PR outreach to local and relevant media outlets.
- Support the Fundraising Department by proposing new fundraising events with potential to grow income and support.

- Lead on the growth of participation in RPT's challenge events.
- Be the key contact for community-led fundraising and outreach events.
- Support the Fundraising Department with other Fundraising-related duties, as required.

Organisational

- Liaise and communicate effectively with all P3's personnel, volunteers, supporters and other charities, where appropriate.

Delivering Equality

- Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals.
- Promote the rights and needs of people who use P3 services in the community.
- Work within the framework of P3's equality and diversity policy at all times.

Other

- Undertake such other duties appropriate to your role, as may be required from time to time.
- Undertake all duties in accordance with all P3 policies and work towards their continuing development and implementation.
- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure RPT and P3's commitments to people we work with are fulfilled.
- Undertake development activities as necessary and appropriate to the role.
- The employee will be expected to work hours consistent with fundraising events and activities, which may include occasional nights and weekends.
- The employee may be asked to work hours in addition to contracted hours and will be paid accordingly.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

**P3
PERSON SPECIFICATION**

Events Manager

	Essential	Desirable
<p>Values</p> <p>Must be able to demonstrate the following values.</p> <ul style="list-style-type: none"> • Recognise and value all aspects of equality and diversity • Understanding of and commitment to the importance of accessing training, learning and development opportunities • Understanding of those who use our services being enabled to have greater opportunities to exercise their rights 	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Experience</p> <ul style="list-style-type: none"> • Minimum 2 years experience planning, executing and managing fundraising events • Experience managing volunteers or staff in an event-related environment • Experience managing customer queries face-to-face, on email and over the phone • Experience setting and sticking to budgets • Previous experience planning, executing and managing virtual events is desired • Previous experience engaging with media outlets through PR is desired • Previous experience managing event-related websites desired 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Knowledge of Fundraising Regulator policies and guidance • Knowledge of Gift Aid guidelines 	<p>✓</p> <p>✓</p>	

Skills and Abilities		
<ul style="list-style-type: none"> • Must have ability to and be prepared to use computers with minimal guidance for: <ul style="list-style-type: none"> • Email • Word Processing • Excel • Database • PowerPoint • Social Media (Instagram, Twitter, Facebook, YouTube) 	✓	
<ul style="list-style-type: none"> • Ability to adapt to change and effectively manage change 	✓	
<ul style="list-style-type: none"> • Excellent telephone, interpersonal, communication and written English skills 	✓	
<ul style="list-style-type: none"> • Ability to build relationships with diverse individuals 	✓	
<ul style="list-style-type: none"> • Ability to communicate effectively with all members and levels of staff and volunteers 	✓	
<ul style="list-style-type: none"> • Exceptional time management and organisational skills 	✓	
<ul style="list-style-type: none"> • Ability to prioritise and manage own workload 	✓	
<ul style="list-style-type: none"> • The ability to produce, clear, concise and accurate work 	✓	
<ul style="list-style-type: none"> • Ability to work as part of a team as well as using your own initiative 	✓	
<ul style="list-style-type: none"> • Previous design experience – such as producing social media content and programme content. 		✓
<ul style="list-style-type: none"> • Previous online campaign management experience desirable. 		✓