

Job description

Title:	Fundraising Events Officer (Running)
Organisation:	Bliss, the premature and sick baby charity
Location:	Bliss' head office, London SE1
Salary:	up to £26,000 depending on experience
Terms:	Full-time (35 hours per week) – can be flexible for the right candidate
Contract:	Permanent

Role description

About Bliss

Bliss is the UK charity for babies born premature or sick. Our vision is that every baby born premature or sick in the UK has the best chance of survival and quality of life.

We champion the rights of every baby born premature or sick to receive the best care. We achieve this by empowering families, influencing policy and practice, and enabling life changing research.

For more information about Bliss, visit bliss.org.uk

Main purpose of the role:

We are looking for a proactive and enthusiastic Fundraising Events Officer to join Bliss' friendly Community & Events team.

You will be responsible for generating income from individuals undertaking a wide range of running events including our biggest fundraising event - the Virgin London Marathon.

You will ensure efficient event management and administration as well as providing excellent supporter care. You will contribute to a high performing fundraising team dedicated to meeting its targets and to providing the best possible experience to our supporters.

Reporting structure: This role reports to the Community and Events Manager

Key responsibilities

- To lead on and deliver all activity related to the Virgin London Marathon including project managing the marketing of our places, recruitment of the team, providing runners with excellent supporter care, managing all of our on the day activity, ensuring income targets are met and producing a full event evaluation.
- To manage all activity related to other running events we purchase places in (excluding in Scotland), such as the, the Great North Run, Royal Parks Half Marathon and London Landmarks Half Marathon

- Supporting all own place runners who fundraise for Bliss. Increasing income from this area through emphasis on new ways of recruitment, relationship building and supporter journey.
- To be responsible for regularly monitoring recruitment numbers and income from running events and to respond to variations against targets.
- To liaise with external event organizers and suppliers, ensuring that their deadlines and booking requirements are met.
- Writing engaging copy for supporter communications such as newsletters and social media posts and helping motivate our supporters, ensuring they have a great experience when fundraising for Bliss through taking part in a running event.
- Ensuring our database and website are updated regularly with all necessary information.

Other

- To attend a range of fundraising/Bliss events as required, including in evenings and at weekends
- Any other duties as may be reasonably required

Person specification

Essential experience and skills

- Demonstrable experience of event fundraising, ideally with a specific focus on challenge/running based events
- Experience of providing excellent levels of supporter care and building strong relationships by phone and email
- Experience of regularly working to and achieving financial/recruitment targets
- Understanding of project planning and event delivery
- Great communication skills with the ability to secure income and manage supporters effectively
- Experience of writing letters, applications or newsletters and of working to tight deadlines
- Experience of managing third party suppliers
- Experience of managing high levels of information via a database

Qualities:

- A passion for running events
- Target driven
- Able to work on own initiative
- Reliable

Special conditions:

- Able to demonstrate commitment to the aims and objectives of Bliss
- Willingness to work outside office hours and weekends on occasions

Why join Bliss

We are an equal opportunities employer and take pride in our collaborative, inclusive and flexible work culture. Some benefits include:

- 25 days paid holiday (pro-rata for part-time employees)
- Flexible working practices such as flexi-time working hours and time off in lieu (TOIL)

- A contributory pension scheme
- Salary sacrifice schemes (bike to work, payroll giving)
- Access to 24x7 Employee Assistance Programme
- Family friendly policies

How to apply

Please submit the following documents to recruitment@bliss.org.uk or via post to: HR Officer, Bliss, Maya House, 134-138 Borough High Street, London SE1 1LB

- CV
- supporting statement explaining how you meet the criteria in the person specification
- equal opportunities form

Recruitment Timeline

- The closing date for applications is midday on Sunday 29 September 2019 but please note that early applications may be prioritised
- The first round of interviews is provisionally scheduled for 3-4 October at the Bliss head office
- Second round interviews will be arranged for the following week as needed

It is Bliss' policy not to contact applicants who have not been invited for interview so if you have not heard from us by 3 October you should assume that, on this occasion, your application has been unsuccessful.