

Person Specification



Job Title: Fundraising Events Lead

Department: Fundraising Events

Location: Warwick (with flexibility across sites and occasional travel)

Responsible to: Events Manager

Attributes	Essential	Desirable
Previous Experience	<p>Proven experience planning, managing and delivering fundraising or large-scale events</p> <p>Experience of managing event budgets, income targets and expenditure control</p> <p>Experience of working in a supporter or participant facing role, delivering high quality service</p> <p>Knowledge of end-to-end event planning processes including logistics, risk management and compliance</p> <p>Experience of working with databases or CRM systems, with a strong understanding of data accuracy and GDPR</p> <p>Experience of working collaboratively with volunteers, suppliers and internal teams</p>	<p>Experience working in the charity or not for profit sector</p> <p>Experience managing third party or challenge events</p> <p>Understanding of fundraising regulation, health and safety and safeguarding within events</p>
Skills and Attributes	<p>Strong organisational and project management skills, able to manage multiple events and deadlines</p> <p>Excellent communication skills, both written and verbal, with the ability to build effective relationships</p> <p>Strong financial and numerical skills, with the ability to monitor budgets, analyse performance and report outcomes</p>	<p>Experience using fundraising, events or supporter databases</p> <p>Ability to analyse data and insight to inform event development and income growth</p> <p>Experience contributing to event strategy or pipeline planning</p>

	<p>Confident IT skills including Microsoft Office and CRM or event management systems</p> <p>Ability to problem solve under pressure and respond calmly to live event challenges</p> <p>Ability to work both independently and as part of a team</p>	
<p>Other</p>	<p>Proactive, motivated and solutions focused approach</p> <p>Strong attention to detail and commitment to delivering high standards</p> <p>Professional, approachable and confident manner</p> <p>Flexible and adaptable, with willingness to work evenings, weekends and travel as required</p>	