

## Job Description

**Job Title:** Fundraising Events Lead

**Department:** Fundraising Events

**Responsible to:** Events Manager

**Primary Work Base:** Warwick (with flexibility across sites and occasional travel)

### Role Purpose:

The Fundraising Events Lead is part of the very successful event team and responsible for the management and support of a portfolio of Myton managed and third-party fundraising events, leading and taking accountability for the planning, delivery, financial performance and supporter experience for each event. Reporting into the Events Manager, the role acts as the one of the leads for allocated events, ensuring income targets and expenditure budgets are achieved, risks are managed, and events are delivered to a high standard. The post holder will be responsible for the operational delivery, working closely with colleagues, suppliers and volunteer resourcing and supporter communications, while maintaining financial oversight, accurate reporting and continuous improvement. The role includes hands on delivery at pre, during and post events and requires flexibility to work evenings, weekends and across multiple locations.

### Myton Core Values

Our *Core Values* underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



## Main Duties & Responsibilities

### 1. Event Portfolio Management

- Reporting to the Events Manager, you will be the lead the account management for a defined portfolio of fundraising events, with oversight for delivery, performance and continuous improvement.
- Develop detailed event delivery plans covering timelines, resources, suppliers, risk management, compliance and operational requirements.
- Build strong working relationships with internal stakeholders, suppliers, venues, partners and volunteers to ensure smooth coordination and accountability.

- Maintain accurate event documentation including schedules, risk assessments, supplier contracts, permissions and operational checklists.
- Ensure events comply with Myton policies, safeguarding, health and safety, data protection and fundraising regulation requirements.

## **2. Income and Expenditure Management**

- Responsible for the income and expenditure budget for allocated events, providing regular updates to the Events Manager, of the delivery against agreed income targets and cost controls.
- Work with the Events Manager to prepare event budgets, forecasts and analysis, identifying opportunities to maximise net income and return on investment.
- Monitor financial performance throughout the event lifecycle, tracking income, committed costs and variances.
- Raise purchase orders, process invoices, maintain accurate payment logs and ensure timely reconciliation with Finance and Supporter Care teams.
- Identify and implement cost efficiencies, supplier improvements and income growth opportunities.
- Produce post event financial summaries and learning reports to inform future planning and investment decisions.

## **3. Event Planning and Operational Delivery**

- Lead and assist the operational planning and delivery of events Myton events portfolio from inception through to live delivery and close down.
- Coordinate with estates and suppliers the logistics including venue management, equipment, signage, merchandise, route planning, supplier bookings and transport.
- Manage on the day operations including set up, registration, volunteer deployment, troubleshooting, health and safety and supporter experience.
- Ensure contingency plans are in place and risks are actively managed.

## **4. Supporter, Participant and Volunteer Management**

- Act as the lead point of contact for participants and key stakeholders within assigned events.
- Coordinate with the marketing team the promotion, participant registration and their fundraising journey, overseeing communications including event updates, fundraising prompts and post event stewardship.
- Coordinate supporter feedback and insights, feeding learning into continuous improvement.
- Support volunteer recruitment, briefing, scheduling and on the day coordination, ensuring volunteers feel valued, confident and supported.
- Work closely with the Database and Supporter Care to ensure consistent messaging, data quality and stewardship.

## **5. Data, Reporting and Performance Management**

- Work closely with the Database and Supporter Care to maintain accurate supporter, event and financial data within the CRM and associated systems.
- Produce regular performance reports including income, expenditure, participation, conversion and satisfaction metrics.
- Track performance against targets, identifying risks, opportunities and corrective actions.
- Contribute to team planning, pipeline development and future event strategy using insight and data.

## GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

### **Policies and Procedures**

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

### **Volunteers**

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

### **Confidentiality and Data protection**

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

### **Infection Control**

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

### **Equality & Diversity**

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

### **Safeguarding Vulnerable Adults and Children**

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

### **Code of Conduct**

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

### **Review of Job Description**

*This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).*

**Employee/Managers Signature**

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Managers Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Last reviewed September 2025*