



Join our team!

Events Manager



**Glasgow
Children's
Hospital
Charity**



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Job Description: Events Manager

Reporting to

Head of Fundraising and Events

Salary

£32,000 - £36,000 DOE

Full time, permanent

(6 month probationary period)

Hours

35 hours per week.

We will consider alternative flexible arrangements if required.

Holidays

25 days plus 10 bank holidays

Location

Hybrid across the multiple hospitals we support, our Paisley head office, and working from home.

As a key member of the Fundraising & Events Team, the Events Manager will lead on the planning and delivery of all events for Glasgow Children's Hospital Charity, Crosshouse Children's Fund and Crossbasket House.

The events portfolio includes events such as our Annual Ball, Ladies Lunch, Sponsored Walk, Christmas Fair and other events throughout the year.

The successful candidate will have experience of leading and delivering large-scale events within tightly controlled budgets, and will thrive in developing events that appeal to different groups of supporters.

The Events Manager will also support families, groups and organisations to deliver their own events, sharing their knowledge and expertise to maximise fundraising potential.

To apply for this position, please email a cover letter and CV to Caroline.Young@gchc.scot by Wednesday 4 June. Interviews w/c 19 June.

Key Responsibilities

- Lead on the planning and delivery of all Glasgow Children's Hospital Charity Group events (including Crossbasket House and Crosshouse Children's Fund)
- Support the Head of Fundraising & Events with the implementation and delivery of fundraising initiatives and events for the income lines that the team is responsible for across the Group Structure
- Maximise income from events, through effective sales and marketing, providing exceptional stewardship to event participants, and creating engaging and fun event content to raise money
- Achieve income and expenditure budgets for Glasgow Children's Hospital Charity Group organised events and Mass Participation Challenges as set by the Head of Fundraising & Events
- Work with the Head of Fundraising & Events to create new events that align with the organisation's strategy
- Develop a sponsorship pipeline to source and secure event sponsorship
- Develop long lasting relationships with event partners, suppliers and committees
- Proactively ask for gifts in kind for event raffles and auctions
- Develop and nurture relationships with families, groups and organisations who host large scale events in aid of any part of the Glasgow Children's Hospital Charity Group

Key Responsibilities

Continued

- Line management
- Support the fundraising team in Third Party and Mass Participation events
- Provide 'on the day' assistance at third-party events to ensure our supporters are motivated, engaged and encouraged
- Ensure that donor records are kept up to date on the Raiser's Edge database and follow the supporter journeys and Raiser's Edge processes that have been implemented, ensuring all supporters receive exceptional supporter care at all times
- Support with retaining fundraising volunteers, ensuring their volunteering experience is a positive one
- Work with the Fundraising and Marketing Teams on the production of materials and supporter stories
- Any other relevant duties as may be required by the Head of Fundraising & Events



Additional Responsibilities

- To be committed and adhere to Glasgow Children's Hospital Charity Group's vision, mission and values.
- To actively consider professional development and determine training needs.
- To provide cover, if required, at the Fundraising Hub located at the Royal Hospital for Children, Glasgow or the Buchanan Galleries Charity Shop, Glasgow
- To maintain and develop good working relationships with other members of the wider organisation
- To represent any area within the Glasgow Children's Hospital Charity Group at external meetings and events, with these not necessarily taking place during core working hours
- Any other relevant duties as may be required by the SMT





Person specification

Who we're looking for

Essential Criteria

- Minimum 3 years experience of planning and delivering large scale fundraising events, including recruitment of attendees/participants
- Experience of managing income and expenditure budgets
- Experience of managing a team
- Ability to prioritise own work
- Experience of building long lasting supporter relationships
- Excellent communication skills: telephone, written and face to face
- Ability to adopt a flexible approach in response to new challenges
- Flexibility and willingness to attend events outside normal office hours
- Full UK driver's license and access to own vehicle
- Willingness to drive the charity van
- A Disclosure Scotland check will be carried out under the Protection of Vulnerable Groups (PVG) Scheme – it is therefore essential that any criminal convictions are disclosed

Desirable criteria

- Experience of event health & safety regulations, such as licenses and risk assessments
- Experience of the Raiser's Edge Database
- Basic understanding of fundraising regulations and data protection
- Familiarity of the work of Glasgow Children's Hospital Charity
- Fundraising / customer service experience
- Knowledge of the fundraising sector
- Experience of working with volunteers



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Benefits

Working with us

We care about our team and have a range of financial and work-life benefits that make Glasgow Children's Hospital Charity a great place to work, including:

- Benchmarked, competitive salary
- 5% employer pension contribution
- Blue Light Card discounts
- Flexible working policy
- Enhanced maternity pay (after 2 years)
- Employee Health Plan including counselling support, personal accident cover, financial support for optical, dental and chiropody treatments and Bike 2 Work scheme
- 10 public/ bank holidays each year
- A bonus day off on your birthday
- Time off in lieu (TOIL) for additional hours worked at events and out-of-hours support
- Continued professional development including training, membership of professional bodies and progression opportunities