

Job Description

Fundraising Events Officer

Reports to: Community & Corporate Fundraising Manager

Hours: 35 hours per week

Location: Enniskillen / Hybrid Working

Remuneration: £27,344 - £29,439

Overall Purpose of Post

The Fundraising Events Officer will be part of a team within Cancer Focus Northern Ireland facilitating and supporting fundraising within the local Fermanagh area. The post holder will assist in raising funds as well as developing relationships and awareness of Cancer Focus NI at community and corporate level. This is an exciting new opportunity to coincide with the launch of the charity's new Therapeutic Cancer Support Centre in Enniskillen, opening in Autumn 2024.

Key Responsibilities

- To organise events and raise income for Cancer Focus NI's services to ensure the organisation's sustainability within the Fermanagh area
- To work towards agreed financial and performance targets
- To develop new ideas to fundraise within the local community including workplaces, schools, clubs, volunteer fundraising groups whilst also creating new major donor relationships and opportunities
- To assist with marketing and PR work for all fundraising events and campaigns and act as a spokesperson for Cancer Focus NI in the Fermanagh area
- To assist with and carry out risk assessments for all fundraising events
- To support the public with their fundraising, ensuring their activities are consistent with current good practice
- To work within the Fundraising, Communications and Marketing team to support the charity's new 5-year Strategy
- To undertake any other reasonable and related duties as required

The post will involve evening and weekend work and will therefore require flexible working.

Travel throughout Fermanagh and the surrounding area will be required.

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Person Specification

Fundraising Events Officer

The below specification shows essential skills, abilities, knowledge and/ or qualifications required to be able to carry out the duties of this post. Therefore, please address in a covering letter, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Essential Criteria

Experience

- 1 year experience in an Event, PR, or Marketing role
- Experience of planning and organising an event.

Qualifications

- Minimum of 5 GCESs and 3 A-Levels

Skills

- Excellent interpersonal and communication skills with ability to enthuse and inspire
- Excellent relationship management skills with the ability to build rapport
- Proven ability to plan, prioritise and manage a large workload
- Evidence of flair for creativity and innovation
- Ability to work as part of a wider team
- Computer literate: experience of MS Office, E-mail, Internet, social media platforms
- Proven ability to multi-task and work on own initiative, accurately and under pressure

Applicants must hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

Desirable Criteria

Experience

- Experience of fundraising
- Experience of sales
- Experience with CRM systems e.g. Raiser's Edge

Qualifications

- 3rd level qualification or relevant degree in Events, Marketing, Communications, PR, Business Management or related field

Additional Information

Terms and Conditions of Employment

- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit)
- The activities of this role meet the AccessNI definition of regulated activity relating to working with adults and children as outlined in the Access NI Code of Practice. Cancer Focus NI will obtain an AccessNI Enhanced Adult Barred List check, and/or Enhanced Children's Barred List check for the successful candidate. Applicants who have a criminal record will be treated fairly and not discriminated automatically because of a conviction or other information revealed. Applicants with criminal records will be reviewed in line with Cancer Focus Northern Ireland's policy on the recruitment of Ex-offenders
- If there is any reason you cannot work in Regulated Activity, you must disclose this to us. Cancer Focus Northern Ireland has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information.
- Satisfactory reference checks
- Up to 12 months probationary period
- Evidence of relevant academic and professional qualifications
- Evidence of appropriate vehicle documentation (i.e. driving licence and insurance cover) must be provided where the role necessitates travel on company business in own vehicle.

Benefits

- Flexible working policy (home-working, reduced hours, hybrid-working)
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hrs per week)
- 2 additional days of annual leave after 5 years' service and a further 3 days after 10 years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Employee Assistance Programme (EAP)
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time Off In Lieu (TOIL) for additional hours worked
- Life Assurance
- Healthcare Plan

Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications in accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

The closing date/time for submission of CV and cover letter is 5.00pm, 15th March 2024.

Interview dates: w/c 25th March 2024

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to: hradmin@cancerfocusni.org or, mailed to:

**Human Resources, Cancer Focus NI,
40/44 Eglantine Avenue, Belfast, BT9 6DX**

We cannot accept Applications received after the closing date/time.

Guidance Notes on Applying for role

Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any enquiries regarding the recruitment process, please contact Gwyneth Richards (hradmin@cancerfocusni.org) or phone 028 9066 3281.