

Events Officer

Job description

Contract: Full time, 12 month fixed-term with potential for the role to develop into a permanent position.

Salary: £23-25k FTE depending on experience

Holiday: 28 days

Location: the role will primarily be remote, with 1-2 days a week working with the team at our Bristol co-working space.

Reports to: Income Manager

Start date: March 2023

Application deadline: Thursday 26th January at 12:00pm

The role will involve both national and international travel. You will need to be available to travel internationally in November 2023, and domestically in July and August 2022. You will need to have the right to work in the UK, and have a full UK driving licence (and the confidence to drive a van).

About Child.org

Child.org is a Nairobi-based, UK-registered charity working since 2007 to improve maternal and child health in Kenya via digital and community-based approaches. We work with pregnant women, new mums, communities and local health authorities in Kenya to provide life-saving antenatal and post-natal health information, connect at-risk mums and babies with the healthcare services they need and work with local health authorities to advocate for and improve the quality of care. Our income team, based in/around Bristol in the UK, brings together fundraising and enterprise streams to raise vital funds to support our project work in Kenya, as well as leading our digital communications and supporter stewardship.

Everything Child.org does, we do with an eye to being smart and savvy about it. Whether it's our programming, our fundraising or our communications with supporters, partners and stakeholders. As a small, growing organisation, you'll play a key role in shaping our future fundraising strategy and developing our exceptional events programme, bringing dynamism and creativity to an ambitious charity.

The Opportunity

You'll join us at a transformative time for Child.org. We've been shifting our programming strategy to a place where we invest in new, innovative approaches to maternal and child health challenges that we have been testing and piloting, in order to identify where scaling our activity could have the best impact; now we are ready to grow our work, impact and reach. Our brilliant events and the money they have raised have been critical in getting us to this place - and will play a pivotal role in sharing our work and impact with new and existing supporters and stakeholders.

The Role

As Events Officer, you'll lead the delivery of Child.org's flagship fundraising events including [Charity Concierge](#), our festival taxi and drinks waiting service that sees hundreds of volunteers raise thousands of pounds at some of the UK's biggest festivals, and [Ride Africa](#), our pioneering multi-day cycle challenge through Kenya's famous national parks. You'll be responsible for event management working closely with the Child.org team, our partners and stakeholders, ensuring we continue to deliver exceptional events and hit ambitious targets.

Key Objectives

- Supported by the Income Manager and the Communications Officer, lead the delivery of Child.org's flagship events programme in 2024, including our two flagship fundraisers: Charity Concierge (July and August) and Ride Africa (November).
- Supported by the Communications Manager - develop and deliver marketing plans to ensure events hit their recruitment targets.
- Research and develop a third-party events programme to increase community engagement.
- Develop in-house events and engagement opportunities to share fundraising and impact updates with new and existing supporters. This will include our annual Shindig celebration.

Key Responsibilities:

Event delivery:

- Charity Concierge: event manage our festival concierge service at 3-4 festivals across the UK this summer.
- Ride Africa: supported by the Income Manager, deliver the 2023 Ride Africa:Kenya challenge in November.
- Design and deliver supporter engagement events including our annual "Shindig"

- Manage the ongoing delivery of our enterprise events Remarkable Tours
- Research and deliver a range of third party and own events with a focus on growth in net income and community engagement.

Marketing:

- Work closely with the Communications and Fundraising Officer to produce marketing and fundraising materials and content needed to inspire participants who take part in our flagship fundraising events.
- Work closely with the Communications and Fundraising Officer to keep event websites up to date and make changes to any pages where necessary.

Stewardship and fundraising activities:

- Deliver high standards of supporter care, including responding to general correspondence and queries regarding fundraising.
- Fundraising administration, reconciliation and reporting
- Research and develop relationships within the local and surrounding communities to increase support and fundraising income through event participation.

Person Specification

Skills and experience:

- Excellent organisational and time management skills
- Exceptional interpersonal skills, especially your ability to build relationships
- Ability to work effectively with colleagues and partners at all levels across the organisation, in both the UK and Kenya
- Ability to successfully manage multiple projects and a busy inbox
- Experience of delivering and working to targets
- Ability to work unassisted and with the drive to see an idea through to execution
- Previous experience of working (or volunteering) within the charity or events sector
- Experience of planning and delivering challenges/events
- Experience working with and managing volunteers, supporters or clients
- Experience of public speaking and giving presentations
- Experience of attending events as a representative of a charity
- Knowledge of Google Workspace, CRM (we use CiviCRM but any CRM experience will be valuable) and Squarespace CMS.

- Knowledge of fundraising regulation and delivering best practice in relation to challenge events (desirable)

Working for Child.org

Benefits include:

- 28 days' annual leave
- flexible working (our standard day runs from 8am -4pm)
- co-working space and members' club membership
- Travel to Kenya for key fundraising events
- Access to HR discounts and perks

At Child.org we welcome and value difference, determination and open communication. We want to build our team to represent a variety of experiences, perspectives and skills who, ultimately, are united by a passion to make an impact and spark progress in global child health. We do things with a sharpness and a deep understanding of how to provide value to everyone involved. You'll need to bring that kind of value with you. You need to be walking in the door excited about the opportunities you can open up for us. If making your mark on this sector is important to you, if you're ready to be part of real change, then get in touch.

TO APPLY:

Please send your CV, completed [application questions](#) and a very brief introduction via email to lucyj@child.org

Successful applicants will be invited to a short telephone interview, followed by a half-day assessment consisting of group and individual tasks and a panel interview in early February with a view to starting the position in March.