



Special Events Officer

Bloodwise, the UK's leading blood cancer charity, is looking for a talented, motivated and enthusiastic events professional to join the team.

The successful candidate will be responsible for project managing a series of creative and inspiring events which meet and exceed their strategic objectives. From private dinners and receptions, to our flagship Christmas event at the Royal Albert Hall.

The successful candidate will also support the Special Events Manager in the development and delivery of the cultivation and stewardship events programme, to advance relationships with donors and prospective donors in order to maximise income generation for the Partnerships & Philanthropy team.

This is an excellent opportunity for a proactive, creative and resourceful individual to join the fight against blood cancer.

You can apply for this opportunity by filling in our application form and submitting it on our website by **9am on Wednesday 20 March 2019**.

Please note that we may bring forward the closing date at our discretion.

ABOUT US

We are Bloodwise, and we want to change the world for all blood cancer patients. We're the UK's specialist blood cancer charity and our mission is clear:

We are here to beat blood cancer. By “beating blood cancer” we mean to cure blood cancer or turn it into a manageable condition and improve quality of life for people affected by it.

We are working towards this mission in five ways:

1. We fund research that leads to better treatment, diagnosis and prevention of blood cancer
2. We ensure that UK policy makers, the NHS and the medical community understand and meet the needs of people living with blood cancer
3. We provide high quality information and support to empower and connect people affected by blood cancer so that they can live their lives to the fullest
4. We raise awareness of the signs, symptoms and impact of blood cancer and encourage people who may be affected to seek help
5. We are advocates and convenors, creating and nurturing partnerships that increase the impact of the sector and inspiring others to invest in blood cancer

We're proud to say that UK blood cancer research leads the world, and we've been able to invest over £500m thanks to our supporters and their fundraising activities. But we still have so much more to do; blood cancer is the 5th most common cancer and sadly it is the 3rd biggest cancer killer in the UK claiming more lives than either breast or prostate cancer.

We've been working to beat blood cancer for over 50 years and we won't stop until we do. Be a part of our story and help us change the world.

JOB DESCRIPTION AND PERSON SPECIFICATION

Role	Special Events Officer	Location	Holborn
Contract Type	Full time	Contract Length	Permanent
Salary	£26,626 - £31,513 (dependent on experience)	Intended start date	ASAP

CONTEXT

As a part of our Partnerships & Philanthropy team you will support the Special Events Manager to develop and deliver an events strategy to grow income through a diverse portfolio of events; that not only has a focus on income generation, but creatively seeks new opportunities to engage our philanthropic partners through cultivation and stewardship activities.

You will play a key role in the team by supporting flagship activities such as Christmas Carols with Bloodwise at the Royal Albert Hall, as well as project managing your own portfolio of event activity.

To do this, you will need to be a creative events fundraiser who can work strategically across the organisation. We are looking for someone who has the focus and determination to play a key role within the fundraising team. You will be confident and engaging with a willingness to get to grips with and understand the wider environment and context within which Bloodwise operates.

KEY RELATIONSHIPS

Reports to	Special Events Manager
Line management responsibilities	N/A
Key internal relationships	<p>Works closely with all team members within the Partnerships & Philanthropy Division as well as the wider Fundraising & Marketing Directorate</p> <p>Works closely with Research and Patient Services teams to ensure our mission is communicated in a creative, inspiring manner across the events portfolio</p> <p>Proactively engages with all Bloodwise staff and Volunteers</p>

MAIN RESPONSIBILITIES

- To project manage and deliver a broad portfolio of events, as agreed with the Special Events Manager. This will include both income generation and cultivation and stewardship activities
- To prepare and maintain a project plan for each event, and to manage multiple, competing deadlines whilst maintaining a high level of attention to detail
- To manage all event administration for assigned events, including but not limited to; scheduling, coordinating the invitation process, monitoring responses, creating guest lists, logistics, and producing event materials that include; name badges, event signage, PowerPoint presentations and programmes/take-homes
- To lead project group meetings for events, with both internal and external stakeholders
- To manage the special events inbox and respond to all enquiries in a timely manner

- Build a network of contacts to source prizes and gifts in kind for all events, ensuring these are logged, tracked and stored securely
- To manage and monitor event budgets on behalf of the Special Events Manager
- To measure the impact and ROI of all assigned events through strategic follow up and evaluations and use the findings to provide recommendations for future activity
- To provide regular event status updates to the Special Events Manager, and to flag risks and proposed solutions well in advance
- To prepare and deliver event briefings for assigned events, including the preparation, and delivery, of briefings for the Senior Leadership Team
- To support in the administration of cross-organisational strategic projects
- To provide administrative support for projects which are led by the Special Events Manager
- To develop and maintain excellent relationships with internal colleagues and external stakeholders to ensure effective collaboration during the event process
- To lead and motivate project groups for events, and ensure good communication between relevant stakeholders
- To keep abreast of the wider work across the department and sit on relevant cross-team working groups to maximise opportunities for collaboration and cross-team working
- To develop and maintain excellent relationships with internal and external suppliers to ensure seamless event delivery
- To supervise staff and volunteers at events, and serve as front-of-house team lead
- Represent the charity effectively at all events, networking and establishing yourself with credibility and confidence
- Establish a high level of knowledge and understanding of our work, bringing our work alive and effectively communicating the impact of our work for patients
- Update databases and supporter information systems on a regular basis in line with Data Protection legislation and procedures to ensure all records are up-to-date and accurate

OTHER RESPONSIBILITIES

- Has a broad understanding of current trends in Special Events as well as an understanding of what motivates philanthropic donors
- Can work well under pressure and be solution focused
- Works well both within a team and by themselves with the ability to self-motivate
- Is committed to our vision, mission and belief
- Has demonstrable fundraising experience
- Has excellent written and verbal communication skills

THINGS WE ALL DO

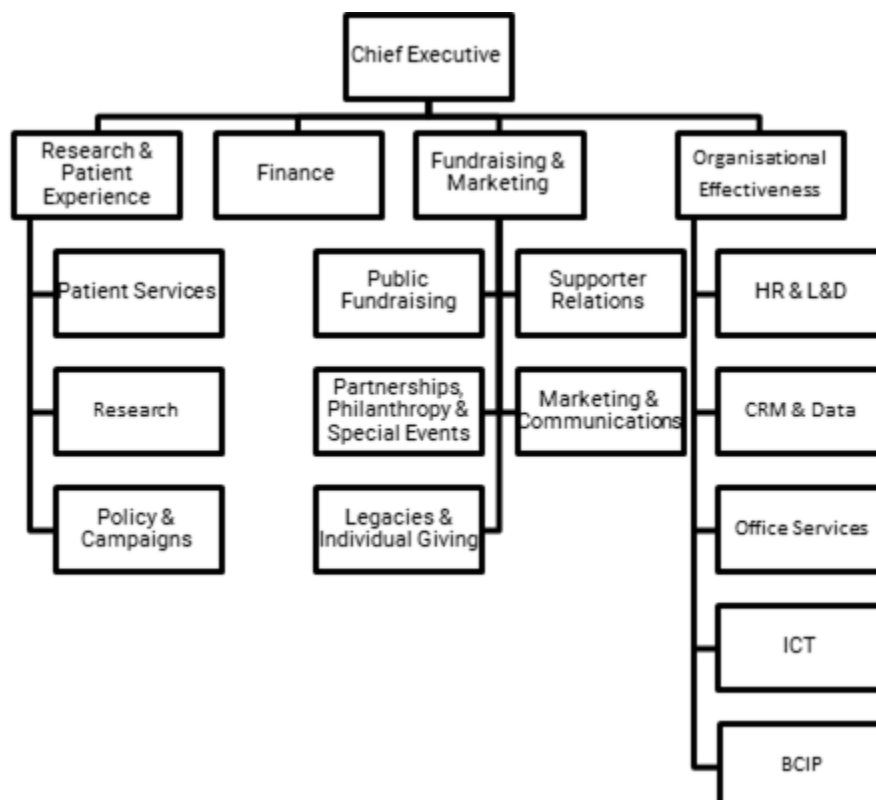
- Attend and assist at Bloodwise events and activities as required (NB this involves evening and weekend work)
- Be an effective ambassador for Bloodwise at any activity you attend
- Develop an in-depth understanding of our work
- Do any other reasonable things your manager needs you to do

PERSON SPECIFICATION

Skills knowledge and experience
Essential
Experience of running and delivering a variety of projects and events
Experience of providing support on multiple projects with overlapping deadlines - experience in the not for profit sector is desirable, but not essential
Exceptional communication and influencing skills with ability to build strong internal and external relationships
Experience of managing event staff and volunteers, ensuring they are fully briefed and have a clear understanding of their role and impact
Excellent time management skills with the ability and commitment to deliver to tight deadlines
Experience of working effectively and collaboratively within a team, being able to work closely with the Special Events Manager but also on your own initiative
Ability to show tact and discretion when dealing with sensitive and confidential information
Confident at variety of computer packages including Word, PowerPoint and Excel to produce event briefings, reports and evaluations
A commitment to equal opportunities and diversity and the aims and values of Bloodwise
Desirable
Experience of working for a medical research charity
Practical knowledge and experience of using a fundraising database

ORGANISATION ORGANOGRAM

Now you have read about the role, to help you get a better feel of where it sits in Bloodwise here is a simplified organogram.



SHORTLISTING AND INTERVIEWS

Bloodwise is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. All applications are subject to our shortlisting process; so if you're shortlisted we will contact you and invite you to attend an interview. We'll also tell you if there will be any skills tasks to complete as part of the recruitment process.

If you do not hear from us within 2 weeks after the closing date, your application has not been successful.

FOR FURTHER INFORMATION ABOUT US

See our website <https://bloodwise.org.uk/>

THE GOOD STUFF WORKING AT BLOODWISE

Apart from all the hard work we do, there are some really good benefits to working at Bloodwise:

<p>Annual Leave Entitlement is 25 days per year rising to 26 days after 2 years' service then 27 after 4 years' service; we will usually close the office between Christmas and New Year which our trustees gift as an additional holiday.</p>	<p>Personal Development Development is really important to us and there are a variety of options available to staff at Bloodwise.</p>
<p>Time Off In Lieu We strongly encourage everyone to help with some activities outside of normal working hours. For this you can earn and claim TOIL.</p>	<p>Interest free season ticket loan We pay for the ticket and you repay the money out of your monthly salary.</p>
<p>Pension When you join us we'll automatically enrol you onto our pension scheme, which is run by Aegon. This can be increased through length of service.</p>	<p>Agile and flexible working We value results and outcomes and support this with an agile working policy, which is complemented by a flexi/core hours policy.</p>
<p>Employee Assistance Programme Offers support information, expert advice and specialist counselling to help you prepare for life's predictable milestones.</p>	<p>Ride2work scheme This allows you to obtain a new bike to use to ride to work. You can then repay it through your salary.</p>
<p>Life Assurance Although we don't like to think about it, should something happen to you while working for Bloodwise we have life assurance for staff.</p>	<p>Refreshments On each floor in head office there's a kitchenette with tea, coffee, sugar, milk and plates, bowls and cutlery.</p>

OUR LOCATION

Our Head offices are located at [39-40 Eagle Street in Holborn, London WC1R 4TH](#); Holborn tube is the closest station, approximately 5 minutes from our offices.

