

## JOB DESCRIPTION

<b>Job Title:</b>	Fundraising Events Coordinator
<b>Reporting to:</b>	Fundraising Manager
<b>Responsible for:</b>	Fundraising marketing and events
<b>Location:</b>	Mahdlo (Oldham Youth Zone), Egerton Street, Oldham, OL1 3SE
<b>Contract:</b>	Full-time, 37.5 hours per week, 2 Year Fixed Term Contract
<b>Salary:</b>	£26,000 to £28,000 per annum (dependent on experience)
<b>Holidays:</b>	33 days (including bank/public holidays)

### **Our Vision**

To be a beacon of excellence for youth-led provision in Oldham

### **Our Mission**

To deliver high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability); to provide opportunities, raise aspirations and support young people to be the best they can be.

### **Our Values – The Way We Work**

Passion  
Respect  
Inclusion  
Dependability  
Excellence

### **Job Purpose:**

This is a newly created role for the Charity and we are seeking a highly motivated, creative, and results-driven events coordinator to plan and deliver a calendar of established and new targeted fundraising, cultivation and stewardship events that contribute to delivering an organisational target c£1.6m with increasing attendance and income year on year. You'll drive participation and income by engaging with current Patrons, local businesses and the wider community.

You'll bring creativity, initiative, energy, and meticulous attention to detail to this role and be supported by your line manager, the income generation and marketing team, the Chief Executive, and the Board of trustees.

Your responsibilities include managing event budgets, devising, planning and executing a wide range of events that appeal to a broad audience, building strong relationships with key stakeholders, securing sponsorship and working closely with the team to maximise on opportunities.

## **Main duties and responsibilities:**

- Collaborate with the fundraising and marketing team to devise, plan and deliver a calendar of fundraising, stewardship and cultivation events, ensuring a first-class experience for participants.
- Collaborate with the marketing and communications lead to ensure events are effectively promoted creatively and on time.
- Collaborate with the Corporate Partnerships Fundraiser to maximise sponsorship opportunities to increase revenue
- Support any 'in aid of' events being organised on our behalf to maximise income
- Create and manage event budgets, working closely with the fundraising and finance manager to do so.
- Oversee all event logistics and requirements from inception through delivery and evaluation, including venue or supplier coordination, catering, and on-site activities.
- Liaise with the Facilities and Health & Safety Manager to conduct necessary risk assessments for all events and ensure the coordination of onsite events to ensure minimal disruption to day to day activities.
- Manage day-of-event operations, addressing any issues that may arise with a focus on participant satisfaction.
- Conduct post-event evaluations to assess the success of events and gather feedback for improvement.
- Prepare reports detailing the impact of events on fundraising goals and community engagement.
- Capturing relevant photographs for content production
- Work closely with internal teams, external partners, and volunteers to ensure seamless coordination of events
- Ensure that all communications are produced in line with Mahdlo's policies on electronic communications, social media and safeguarding.
- Work with OnSide and other Youth Zone fundraising teams to share best practice.
- Understand the importance of data protection and maintain standards of best practice in this area.
- Represent Mahdlo at various relevant networking events across Oldham
- To undertake any other work requested by the line manager.

## **General Requirements**

- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Adhere to Mahdlo's policies at all times with particular reference to the Financial Regulations, Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required



An **OnSide** Youth Zone

- The hours of work are those necessary to fulfil the requirements of the position. This will involve working unsocial hours in evenings and at weekends during Youth Zone sessions or at events, and also working during the day.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.

**In accordance with Mahdlo's Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and will require you to complete Safeguarding training within six months of appointment and refresher training thereafter.**

## PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge and Experience</b>		
Proven experience in event planning from inception through to evaluation, ideally in the third sector, but a transferable environment will be considered.	✓	
Experience of project and budget management		✓
Experience of developing and implementing communication/marketing plans	✓	
Proven experience in managing and delivering events	✓	
Experience of using a CRM system for logging and tracking fundraising and or marketing activity.		✓
Knowledge of GDPR	✓	
<b>Skills</b>		
Target-driven approach	✓	
Strong organisational and project management skills.	✓	
Excellent interpersonal and written communication skills	✓	
Good time management and communication skills for working with other teams	✓	
Highly organised, flexible, independent, and detail-oriented with the ability to multitask to meet multiple deadlines	✓	
Ability to manage volunteers or teams at events.		✓
<b>Attitude</b>		
Commitment to the values of Mahdlo Youth Zone.	✓	
Self-reflective and adaptable to change	✓	
Initiative and commitment to continuous improvement and ongoing development opportunities.	✓	
<b>Special Requirements</b>		
Full UK driving license		✓
Open to working outside of office hours when required, and to travel to events in the region and beyond	✓	