

JOB DESCRIPTION

Job Title:	Fundraising Events Lead (Maternity Cover)
Reporting to:	Fundraising Manager
Location:	Mahdlo Youth Zone, Sir Norman Stoller Way, Oldham, OL1 3SE
Contract:	Part time, 30 hours per week, Maternity Cover for 12 months
Salary:	£27,500 per annum (pro rata)
Holidays:	33 days (including bank/public holidays)

Our Vision

To empower Oldham's young people to thrive through excellent youth work.

Our Mission

To provide opportunities to raise aspirations and support young people to reach their full potential through the delivery of high-quality experiences, ensuring youth voice is a golden thread in shaping everything we do.

Our Values – The Way We Work

Passion

Respect

Inclusion

Dependability

Excellence

Job Purpose:

We are seeking a highly motivated, creative and results-driven Fundraising Events Lead to join our team. The role will focus on driving income through devising and implementing a calendar of fundraising events and community fundraising, securing in aid of events, supporting in raising brand awareness, demonstrating our impact and need, increasing knowledge amongst a 'giving' audience, and expanding our network of supporters.

The role will contribute to achieving an overall organisational target of £1.9m a year, with income from events contributing £175,000. Supported by the Fundraising Manager, you will use your creativity & flair to lead on the delivery and implementation of a calendar of fundraising events, from inception through to evaluation. You will work with the marketing and communications lead to plan and deliver a series of targeted community fundraising campaigns and appeals.

Main duties and responsibilities:

- Lead on the delivery of a calendar of fundraising events, from inception through to evaluation.
- Meet agreed income budgets/targets through successful management of activities.
- Provide full cost analysis and projections for individual events, monitoring and reporting regularly on overall income forecasts and variances.
- Work with the Marketing and Communications Lead to implement marketing and communications plans for events and community fundraising that align with the organisational marketing and communications strategy and plan
- Work with the Corporate Partnerships Fundraiser to secure in aid of events and seek new opportunities to secure additional in aid of events through developing new relationships
- Provide advice and expertise, and be the 'go to' person for events
- Produce engaging materials and content for all events and community fundraising to raise brand awareness and increase participation.
- Work closely with internal teams, external partners, and volunteers to ensure a seamless programme 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 Marketing and Communications and Events teams to share best practice.
- Adhere to Mahdlo's policies at all times with particular reference to the Financial Regulations, Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Understand the importance of data protection and maintain standards of best practice in this area.
- Represent Mahdlo at various relevant networking events across Oldham

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.
- The hours of work are 30 hours per week and will be worked flexibly in line with the needs of Mahdlo. This will involve working unsociable hours in evenings and at weekends during Youth Zone sessions or at events, and also working during the day.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience		
Proven experience of achieving income targets in an events or community fundraising setting	✓	
Experience in planning, organising and delivering fundraising campaigns and activities.		✓
Experience of project/event management, monitoring, evaluation and running projects/events to deadline.	✓	
Experience of developing and successfully launching new community and/or events products.	✓	
A proactive self-starter who is able to work on their own initiative and as part of a small team, meeting deadlines under pressure.	✓	
Highly numerate and attentive to detail, with the ability to maintain accurate records.	✓	
Experience of providing exemplary supporter stewardship, to strengthen and cultivate relationships with fundraisers	✓	
Experience of using a CRM system (Salesforce) for logging and tracking fundraising and or marketing activity.		✓
Knowledge of GDPR	✓	
Skills		
Target-driven approach to fundraising activity	✓	
Strong organisational and project management skills.	✓	
An excellent communicator with persuasive, engaging and creative writing skills.	✓	
Creative approach to marketing and events	✓	
Ability to produce and design engaging materials and content using Canva / Photoshop		✓
The ability to cope with multiple demands and deadlines to a consistently high standard	✓	
Ability to manage volunteers or teams at events.	✓	
Attitude		
Commitment to the values of Mahdlo Youth Zone.	✓	
Self-reflective and adaptable to change	✓	
Initiative and commitment to continuous improvement and ongoing development opportunities.	✓	
Special Requirements		
Full UK driving license		✓
Open to working outside of office hours when required, and to travel to events in the region and beyond	✓	