

**Job Description**

**Job Title - Events & Community Fundraising Officer**

**Salary - £24,000 to £26,000 (depending on experience).**

**Hours-** Full time – 35 hours/week

 (evening/weekend work will sometimes be required. There is a TOIL policy)

**Location -** Hornsey, London N8.

**Line Manager -** Events & Community Fundraising Manager.

**About my AFK**

my AFK (formally Action For Kids) is a national charity working with disabled children and young people. We provide specialist mobility equipment not available on the NHS, while also providing advocacy to families to ensure the NHS provides what they should be.

We also work with young people with learning disabilities and special education needs from the age of 14 to 25, to help them prepare for and gain paid employment. We have a team of tutors, job coaches and employment brokers who work with the young people, their families, teachers and employers.

**About the role**

This is a new and exciting opportunity for someone keen to get involved in the busy world of events and community fundraising. Reporting to the Events & Community Fundraising Manager, you will be a key member of staff in the planning and delivery of all events, including liaising with supporters and participants, seeking corporate sponsorship and ensuring events both large and small run smoothly.

You will be responsible for administrating major challenge events such as the London Marathon. You will manage participants, help with their fundraising planning and organise our on-the-day cheer squads.

Working closely with the rest of our fundraising team, you will assist the recruitment of new participants and the stewardship of existing ones.

You will also have a major role at our flagship fundraising event, AFK Beach Volleyball, which runs for a month every July in Canary Wharf.

Alongside events, we work closely with our community and you will be required to assist the Events & Community Fundraising Manager in building our community presence and fundraising activities.

**Key Responsibilities**

* Main contact for members of the public wanting to participate in fundraising events for my AFK.
* Organise, administer and execute all events as directed by the Events & Community Manager.
* Ensure all income & expenditure is accurately monitored as directed by the Events & Community Manager.
* Keep abreast of the fundraising environment and research new events which my AFK could become involved in.
* Maintain accurate records of all participants and events.
* Work alongside service delivery and service users at events as required.
* Deliver a high level of supporter care, including timely, polite and professional communication at all times.
* Produce reports for the Fundraising Director as required.
* Represent my AFK at all levels externally, presenting to community groups, schools and corporates as required.
* Work across the organisation at all levels as required.

**Skills and Experience**

 **Essential Desirable**

* At least 1 year experience in an events fundraising role. X
* A proven track record of maximising income from events. X
* A proven track record of managing all aspects of an event. X
* Ability to work under pressure. X
* Ability to prioritise work to meet deadlines. X
* Excellent written and verbal communication skills. X
* Ability to work on own initiative. X
* Competent in Microsoft Office. X
* Knowledge of CARE (or similar) CRM database X
* Experience of managing budgets and working to targets. X
* Excellent presentation skills. X

**Personal Characteristics**

* Excellent interpersonal skills. X
* Excellent team player. X
* Flexible. X