

Events Manager



Hours of work: Part time, 18 hours per week

Location: Islington

Department: Fundraising

Full Time Equivalent (FTE) salary details:

£32,198.00 per annum

Advertising end date: 1st April 2019

This post is permanent.

As an Events Manager you will be providing fundraising support to the services that support disabled children, or young people and their families. This is a great opportunity to use your event management skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit www.kids.org.uk.

Our vision is a world in which all disabled children and young people realise their aspirations.

What We Do



KIDS is a national charity, founded over 48 years ago, providing a wide range of support services to disabled children, young people and their families. We support children with any disability from birth to 25 years of age. We also offer our support to the whole family with the aim of giving disabled children a brighter future.

“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”

We cannot change a diagnosis and we cannot cure but we can, and we do, make a very real difference to the lives of families with a disabled child through high quality, practical and tailored services delivered by dedicated professional staff. KIDS provides over 120 different services and works with 80 local authorities throughout England. **In 2017-2018 we supported over 15,000 disabled children, young people and their families.**

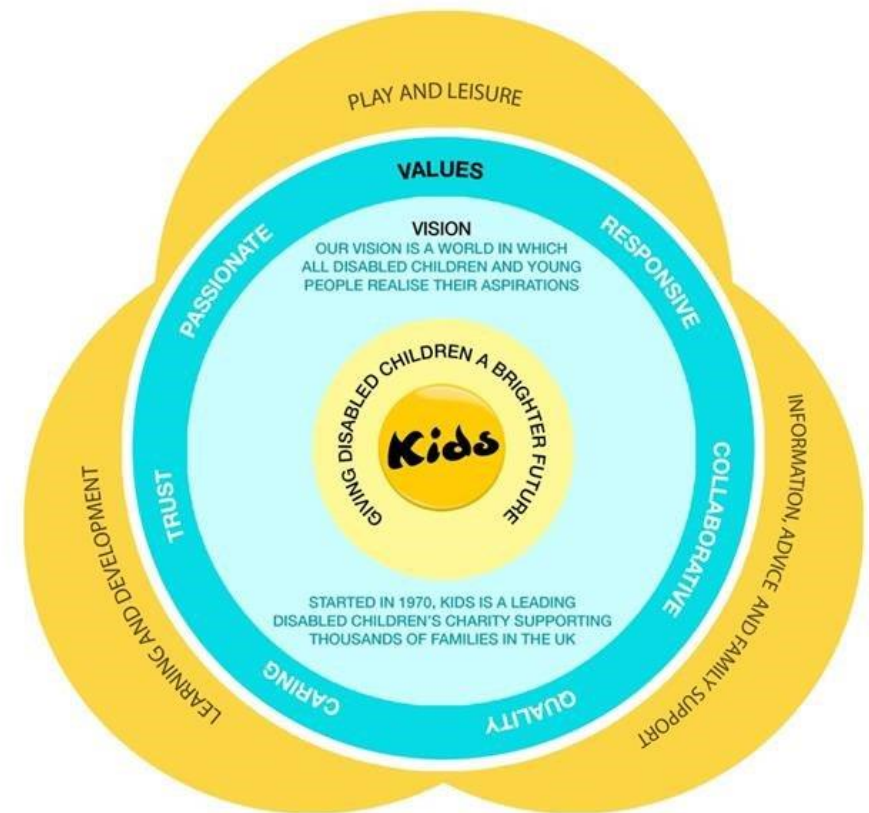
Our values

We are passionate
We are collaborative
We believe in quality
We are responsive
We are caring
We are trusted

We are passionate about making a life-changing, positive difference to the lives of disabled children, young people and their families. Everything we do places the child at the centre of our support, our services then focus on providing care, which wraps around the child within their family.

To learn more about our corporate strategy, please visit
<https://www.kids.org.uk/Pages/FAQs/Category/trustees>.

Our values underpin the work that we do with children, young people, and families in three main areas of their lives — we call these our “circles of support”.



What You Can Expect



Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS are a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance after 6 months service
- Employee Assistance Programme (EAP) to support with Health and Wellbeing
- Strong sense of achievement from doing meaningful work
- Generous holiday entitlement
- Extra week of holiday after 4 years' service
- We are happy to talk flexible working

'Being given the opportunity to make a positive impact on a young person's life' - Ollie, Assistant Practitioner

Job Description



Overall Purpose of Role

To manage the Fundraising Events programme and ensure that the income targets are met.

To personally manage all aspects of the KIDS Special Events programme and any other new events set out for the calendar, as well as overseeing the management of all challenge events and KIDS Party Events.

To monitor external trends and advise on appropriate new additions to the KIDS portfolio in order to grow and develop this income stream.

To build, develop and maintain a strong network of committee members

To support the One Team KIDS ethos by working effectively across the organisation



Working Context

- Work to KIDS policies and practices and meeting the legal requirements as laid down in the Charities Act and Code of Fundraising Practice in all aspects of work
- In order to work effectively in a changing environment, flexibility is required from the post-holder.
- The Events Manager will at all times represent KIDS' best interests as a national charity
- This job description is subject to periodic review and it is expected the post holder will contribute to the active development of the role as the needs of the organisation alter

Key Relationships

Internal

- The Events Manager is responsible for one direct report - The Events Officer
- The Events Manager will work as a member of the Fundraising Department and may from time to time work with other fundraisers in KIDS regions
- The Events Manager will also develop relationships with service delivery staff across KIDS

External

- With KIDS Chairman, President, Patrons and with members of the Board of Trustees where appropriate.
- With all members of the Events Committees. A crucial group who organise our events and bring in vital income for KIDS
- With mid to high level givers and supporters. A crucial group who organise our events and bring in vital income for KIDS
- Suppliers

Key Responsibilities



Events:

1. To develop, manage and deliver the Events Fundraising programme for KIDS including the Friends of KIDS events.
2. To be responsible for the management of all KIDS events committees, nurturing existing committee members, developing new committee members and working closely with committee chairs to ensure events are viable and remain within budget
3. To develop, manage and deliver committee-led events throughout the year, liaising and negotiating with all suppliers and producing creative printed materials to support the events.
4. To secure sponsorship, auction prizes and gifts in kind for events.
5. Where appropriate, to manage corporate partners that fall under the events remit, ensuring the Corporate Partnerships Manager is kept up to date with all actions undertaken.
6. To contribute to the development of cultivation events for high net worth individuals in association with the Director of Fundraising and KIDS Chairman.

Budgets and Business Planning:

1. To deliver income to target.
2. To contribute towards the Fundraising Team's annual business planning and budgeting process for each financial year.
3. To maintain accurate income and expenditure records and produce regular reports for the Director of Fundraising, the Chief Executive and the Board of Trustees.
4. To take responsibility for the monthly reconciliation of the events income and expenditure.
5. To maintain accurate and clear record keeping (hard copy, Donorflex and on shared drive) of all communications and event relevant files, photos, presentations and documents.





Key Responsibilities

‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner

We expect you:

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. Perform tasks as required commensurate with your grade and experience.
3. Must be prepared to travel throughout the UK and to work varying hours, sometimes during evenings or at weekends and on occasion, to support the work of the wider Fundraising Department for which Time Off In Lieu will be given.

KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.

Other Responsibilities

You are responsible for maintaining the confidentiality of materials from all systems both electronic and paper and you may not remove from the premises any hardware, software, files, photographs or data without written permission unless agreed by your Line Manager/ equivalent as part of the execution of your normal duties.

Sharing the responsibility for ensuring that the organisation stays in touch and synchronised across the country.



Person Specification

Proven Ability

To be able to carry out this role it is essential that you have the following characteristics:

- At least three years' experience of fundraising through events including organising high profile gala or special events
- Experience of managing event committees
- Experience of devising and maintaining budgets
- Proven track record of raising income to target
- The ability to lead, motivate and support fundraising staff
- Good communication skills, both verbal and written
- The ability to communicate with individuals at all levels
- Good planning and project management skills
- Strategic and lateral thinker
- Good negotiating skills and the ability to inspire confidence in KIDS
- Excellent time management skills with the ability to prioritise own workload, deal with conflicting demands and meet tight deadlines
- Creative and energetic attitude
- Knowledge of organising and managing special events

Education/Qualifications

- Degree or equivalent



Person Specification



Desirable criteria

To be able to carry out this role it is desirable that you have the following characteristics:

- Knowledge of Donorflex
- One year's management experience
- Experience of developing and implementing successful fundraising strategies
- Excellent presentation skills with the ability to engage and inspire
- Knowledge of current Events Fundraising sector
- Knowledge of the issues affecting disabled children, young people and their families



Thank you for choosing KIDS. We look forward to receiving your application.