

JOB DESCRIPTION AND PERSON SPECIFICATION

- JOB TITLE:** Events/fundraising co-ordinator
- DESCRIPTION:** A full time, two year fixed term contract until end of January 2014. Based in Victoria, London
- SALARY:** £23,000 to £25,000pa

INTRODUCTION TO KIDSCAPE

Kidscape is one of the UK's leading small charities. We have been pioneers in the child protection field since we were established in 1984. Over the last 26 years we have become increasingly known for our work on safeguarding children and bullying prevention. We work nationwide and internationally providing training, advice and support to young people, families and professionals. Our staff team of 22 is supplemented by 60 volunteers working from 2 bases in Victoria and Ealing.

An essential part of our fundraising revolves around obtaining support from individuals and communities, through sporting events and other activities. A vacancy has arisen for a fundraising/events co-ordinator to support this work and help Kidscape reach its target annual income to ensure the continuation of its vital services.

JOB PURPOSE

This post is required to assist the fund raising team in effectively and efficiently co-ordinating events and activities. Within the fundraising team, the post holder will take the lead role in planning fundraising events, including challenge and sporting events such as the London Marathon. This post will also need to be the main contact for fundraising enquiries, stocking fundraising resources and be responsible for the input of all fundraising data.

MAIN DUTIES AND RESPONSIBILITIES

- To be the primary contact for individual giving and community fundraising events
- To cultivate and maintain effective relationships with event organisers and participants
- To research and develop new fundraising opportunities

- To be responsible for maintaining an accurate events database to enable effective reporting, monitoring and analysis of achievements
- To process and maintain supporter donations and gifts ensuring accurate records are entered into database
- To be responsible for pre, onsite and post administration and management of events ensuring the smooth and efficient running of activities
- To work closely with the fundraising team, accountable for the coordination and administration of Gift Aid
- To maintain and develop Kidscape's digital media presence including the use of Facebook, twitter and implementing viral campaigns

GENERAL

- To contribute to providing a positive, supportive and caring working environment
- To represent Kidscape appropriately to the wider community
- To assist colleagues with the effective running of the office as required when working in a small team

A job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved. This job description will be reviewed at regular intervals and is subject to amendment in consultation with post holder and Line Manager.

PERSON SPECIFICATION

ESSENTIAL Requirements

Educated to degree level or equivalent level qualification
Experience of working in a fundraising events team
Excellent communication skills both written and oral
IT skills to include Word, Excel, PowerPoint and donor management databases
Eligible to work in the UK
To agree to an enhanced Criminal Records Bureau check

DESIRABLE Requirements

Knowledge of issues affecting children who have been bullied or abused
Up-to-date knowledge of current fundraising practices

KNOWLEDGE, SKILLS AND EXPERIENCE

A proven ability to work independently
Demonstrable track record of working within a fundraising team to achieve targets
Effective team player
Experience of keeping accurate financial and data records
Excellent organisational and time management skills
Demonstrate self-awareness, openness and a desire to learn and develop professionally