

**Outdoor Events Officer**

**Job Description**

**Job Title:** Outdoor Events Officer

**Responsible To:** Outdoor Events Manager

**Location:** 40/44 Eglantine Avenue, Belfast, BT9 6DX / Remote

**Hours:** 35 Hours per Week

**Salary:** Level6, pts 26-31 £23,866 - £28,221

**Summary of Responsibilities**

The Outdoor Events Officer will be responsible for assisting the Outdoor Events Manager in the development and organisation of high performing outdoor events. Naturally engaging the commitment of others, you will recruit, retain and motivate sports and challenge participants to contribute to the income of the charity and raise the local profile of Cancer Focus Northern Ireland.

## Key Responsibilities

* To assist with renewing and developing the Cancer Focus NI outdoor events programme to ensure it is attractive to participants and donors.
* To assist with the recruitment for all outdoor events.
* To work towards agreed financial and performance targets for each event and the outdoor events function.
* To assist with marketing and PR work for all outdoor events and act as a spokesperson for Cancer Focus NI.
* To support the fundraising activities of the participants by attending their events, cheque presentations etc.
* To assist with and carry out risk assessments for events.
* To actively participate in outdoor events to encourage and support those taking part in each event.
* To maintain and update the CRM system.
* To undertake any other reasonable and related duties as required.

The post will involve evening and weekend work and will therefore require flexible working.

**Job Benefits**

* Flexible working
* 25 days annual leave plus 12 statutory days
* Pension Scheme
* TOIL Policy
* This post will require travel throughout Northern Ireland and travel expenses will be reimbursed at 45p per mile

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Outdoor Events Officer

Person Specification

The Person Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

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|  | **Essential** | **Desirable** |
| **Experience** | * 2 years experience in an Event, PR or Marketing role
* Experience of event timelines and working with set targets for income and expenditure
 | * Experience in organising outdoor / sporting events
* Experience of sales
* Experience of obtaining event sponsors
* Experience with CRM systems e.g. Raiser’s Edge
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| **Qualifications** | * 3rd level qualification or relevant degree
 | * Degree in Event Management or another related field
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| **Skills** | * Excellent interpersonal and communication skills with the ability to enthuse and inspire
* Excellent relationship management skills with the ability to build rapport
* Proven ability to plan, prioritise and manage a large workload
* Evidence of flair for creativity and innovation
* Ability to work as part of a wider team
* Computer literate - experience of Microsoft Office, Email and Internet
* Proven ability to multi-task and work on own initiative, accurately and under pressure
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|  | **Essential** | **Desirable** |
| **Personal Qualities** | * Ability and willingness to participate in fundraising outdoor events (other arrangements will be made for disabled applicants)
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Applicants will hold a full, current driving licence and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

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