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**Challenge Events Manager**

**Job Description**

**Job Title:** Challenge Events Manager

**Responsible To:** Head of Income Generation

**Responsible For:** Events Staff and Volunteers

**Location:** 40-44 Eglantine Avenue, Belfast

**Hours:** 35 per Week

**Salary:** P01 / Points 36-41 / £30,311 - £34,894

**Overall Purpose of Post**

To take responsibility developing and managing a programme of high performing fundraising challenge events.

To play an active part as a member of the Income Generation team.

**Key Responsibilities:**

**Managing Challenge Events:**

* Contribute to the overall effectiveness of the Income Generation Department by developing and running a portfolio of high performing challenge events
* Update and renew the Cancer Focus NI Challenge Events Programme to ensure it is attractive to participants and donors
* Agree and meet income generation targets for each event and for the Challenge Events function as a whole
* Ensure robust procedures are in place and implemented for event evaluation
* Support the fundraising activities of participants by attending their events, cheque presentations etc
* Develop a programme of events to acknowledge the achievements of participants and volunteers
* Ensure that risk assessments and suitable insurances are in place for all challenge events
* Actively participate in challenge events in order to encourage and support those taking part in each event
* Responsible for the marketing and P.R. work for all challenge events

**Managing Staff:**

* Take responsibility for managing challenge events staff and volunteers, ensuring compliance with organisational policies and procedures
* Ensure a positive team spirit, including encouraging excellence
* Ensure the personal and team development of staff through staff support, mentoring, training and coaching
* Identify and manage under-performance in a timely manner according to organisational policies and procedures
* Ensure compliance with Health and Safety within the workplace according to policies and procedures: ensure that all health and safety recommendations are implemented promptly and effectively

**Departmental Role:**

* As a member of the Income Generation team, play an active role in the overall management of the Department
* Contribute to the overall achievement of Departmental targets
* Provide reports to management as required
* Contribute to the Department’s strategic and operational planning
* Contribute to inter-departmental working groups
* Represent Cancer Focus NI at ceremonial and inter-agency events

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**Person Specification**

This Person Specification sets out the experience, qualifications, skills and qualities which we believe are necessary for this role. Criteria to be used for short-listing are marked “S” and criteria marked “I” will be assessed at interview: your application form should show evidence of how you meet all of the criteria.

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|  | **Essential** | **Desirable** |
| **Experience** | * Minimum 2 years’ experience in fundraising challenge events co-ordination (**S**)
* **Or** 1 years’ experience in fundraising challenge events co-ordination **and** a 3rd level qualification in a relevant discipline - events management, marketing, communications, public relations, business management (**S**)
* Proven track record of contributing to a team target of at least £250,000 (**S**)
* Experience of setting and meeting event targets (**S**)
* Proven track record in ideas generation, evaluation and implementation (**S**)
* Experience of marketing and P.R. for events (**S**)
 | * 1 years’ experience of managing a fundraising events team (**S**)
* Experience of organising and participating in overseas events (**S**)
* Experience of leading a team (**S**)
* Proficient use of Raiser’s Edge (**S**)
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| **Qualifications** |  | * Management qualification minimum ILM 3 (**S**)
* 3rd level qualification in a relevant discipline - events management, marketing, communications, public relations, business management (**S**)
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|  | **Essential** | **Desirable** |
| **Skills** | * Excellent interpersonal skills with the ability to inspire trust and enthusiasm (**I**)
* Excellent written communication skills (**S**)
* Excellent presentation skills (**I**)
* Ability to manage a complex workload with competing priorities (**S**)
* Competent user of Microsoft packages (**S**)
* Ability to think strategically, plan and monitor a programme of events to agreed targets (**S**)
* Proven track record for ideas generation, evaluation and implementation (**S**)
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| **Personal Qualities** | * Enthusiasm, drive and commitment to continuous improvement (**I**)
* Ability and willingness to

participate in fundraising challenge events (other arrangements will be made for disabled applicants) (**S**)* Willingness to regularly work evenings and weekends according to the requirements of the post (**S**)
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Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

This post involves considerable work outside normal working hours for which time off in lieu is available.

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.