

Role: Charity Events Manager

Start date: April 2024

Salary: £28,000

Hours: 30 hours a week – worked flexibly

Location: Split time between home-working and our Wrest Park office, in line with our agile working policy.

Job Description:

An exciting opportunity has come up within this dynamic, ambitious charity to play a key role in helping CHUMS fulfil their work to improve the emotional wellbeing of thousands of children, young people and their families across Luton and Bedfordshire.

We are seeking an exceptional candidate; someone who is enthusiastic, energetic and interested in mental health, who is looking to progress their career by joining a small, friendly and motivated team, where you will be given ongoing support, training and mentoring throughout the job.

The candidate will be responsible for organising events to raise money for CHUMS charitable work, such as its bereavement and trauma services.

This is an exciting time to be joining CHUMS – we have exciting and hard times ahead, with a busy programme of fundraising events and activities designed to help us raise awareness of mental health and to raise the vital funds needed to help us fulfil our mission. The successful candidate for this post will help us achieve this by bringing their expertise, contacts and ability to enhance our current programme, and create more successful events.

With your warm and empathetic personality and an eye for detail, you will be the first point of contact for sponsors and collaborators, be responsible for the planning and delivery of events, advertising through our social channels and website.

Eagerness to learn, flexibility to support fundraising priorities and strong communication skills are essential for the successful candidate.

Working with CHUMS Charity

Since 1997, CHUMS has been at the forefront of delivering high-quality, innovative mental health services that are accessible, compassionate, and effective, transforming people's lives and their emotional wellbeing for the better.

To succeed in this role, you will be a multi-tasker and a proven team player, with exceptional oral and written communication skills, a creative mind, and an excellent ability to be able to problem solve. You will be self-motivated and able to effectively prioritise a varied and high volume of work. This is the perfect opportunity for an open-minded individual who is keen to use their knowledge and experience within the sector.

Role Description:

- Event management and fundraising
 - Managing all elements of planning, coordinating and the execution of fundraising events
 - Attending and presenting at fundraising events
 - Being confident to speak at events to promote the work of the charity
 - Be the first point of contact for event queries to CHUMS Charity both through the website and on social media
 - Supporting with the organisation and delivery of virtual and in-person events, including out of hours working on occasion
 - Regularly monitoring of fundraising across all platforms, including JustGiving and Enthuse, keeping finance accurate and up to date
 - Organising supplies of fundraising materials including ordering from suppliers
 - Ensure the fundraising sections of the website are updated regularly
- Donor & Supporter Management,
 - Building and maintaining relationships with funders and donors
 - Reaching out and engaging with potential sponsors/supporters
- Database and Finance
 - Regularly update and effectively manage the fundraising information held on the database
 - Implementing GDPR regulations and regularly updating contact consent
 - Updating individual contact information
 - Maintaining a fundraising materials log
 - Preparing reports on fundraising activities for the Fundraising Team and Trustees

About the role

- Based at home and our Wrest Park offices in Silsoe, Bedfordshire
- Some occasional evening & weekend working, being able to flex working hours

Our benefits

- Staff Wellbeing Programme
- Flexible hybrid-working culture
- 25 days annual leave plus UK bank holidays
- Employer pension contribution of 3%
- Discount schemes

At CHUMS, we value diversity and are committed to creating an inclusive culture. We actively encourage applications from people of all backgrounds, abilities and cultures and believe that a diverse workforce will help us to achieve our mission. Should you need any

adjustments to the recruitment process, either at application or interview stage, please contact us.

Key Dates and interview information for applications

We are searching for an exceptional candidate to join our team and will be interviewing all suitable candidates on a rolling programme. As such, interviews will be arranged on a candidate-by-candidate basis.

Applications are to be submitted electronically on the application form with a covering letter to recruitment@chums.uk.com