

Job Description



Job title: Community and Events Executive

Department: Fundraising

Reporting to: Community and Events Team Manager

Salary: £37,165 per year

Hours: 35 per week

Location: Based in London Head Office

Contract type: Permanent

Aim and influence

- Help implement the new community fundraising strategy
- Drive the recruitment of new volunteer fundraising groups and individual fundraisers
- Contribute to the future development, investment and growth of the team

Financial and supervisory responsibility

- No line management responsibility
- Support and supervision of volunteers as required within the office and at events
- Responsibility for overseeing specific project budget lines

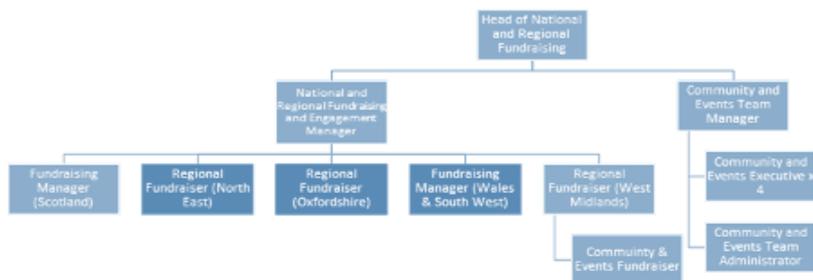
Other key details

- Some evening and weekend work may be required and time off in lieu will be given in accordance with Crisis TOIL policy
- Up to two days working from home may be considered in line with Crisis' homeworking policy



Events and Community Executive, September 2021 – Job Pack

Organisational chart



Please note structure is subject to change

Job responsibilities

- Take a lead in delivering our new community fundraising strategy
- Drive the recruitment of volunteer fundraising groups and individual fundraisers in order to grow the supporter base on a local level
- Deliver and develop a range of Crisis owned and third party events
- Work with the wider team to ensure a coordinated approach to supporter journeys
- Monitor income against agreed budgets, taking action to address any shortfall
- Seek new ways of working with our supporters, in line with the changing market and development of Crisis
- Build strong relationships with a range of stakeholders, securing support for events and projects
- Assist with other team projects as needed, working together to deliver a high quality portfolio of community projects and activities
- Recruit and manage interns and volunteers to assist with projects when needed
- Keep our members at the forefront, seeking ways for them to be involved in projects
- Work closely with the Team Manager to implement the fundraising five-year strategy

General responsibilities

- Actively encourage and support member involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis policies and procedures, including health and safety
- Carry out other reasonable duties that may be required

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- Respect and meet professional standards published by the Institute of Fundraising and the Fundraising Standards Board
- Actively encourage and support member involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis policies and procedures, including health and safety
- Carry out other reasonable duties that may be required

Person Specification

Essential

- 1 A minimum of one year project management experience
- 2 Experience in relationship management and stewardship
- 3 Experience of working with and organising volunteers
- 4 Confident securing support for projects from external organisations/individuals
- 5 Experience of organising large scale events
- 6 Excellent communication skills (written and verbal)
- 7 Ability to work on own initiative and as part of a team, solving problems effectively
- 8 High proficiency in use of MS Office (including Word, Excel, & Outlook) and social media
- 9 Ability to work flexibly, prioritising a varied workload to meet set targets
- 10 Good interpersonal skills with the ability to pro-actively develop and maintain working relationships within a small team
- 11 Competent in the use of online databases such as Raiser's Edge
- 12 Knowledge of and ability to comply with fundraising professional standards
- 13 Commitment to Crisis' purpose and values including equality and social inclusion
- 14 Knowledge of and ability to comply with safeguarding procedures
- 15 Commitment to Crisis' purpose and values including equality and social inclusion

Desirable

- 16 Experience of working across a geographically dispersed team
- 17 Experience of managing an event/project budget

We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.

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