



Being there for *you*
and *your family*

SELECTION CRITERIA

POST: Mass Participation Events Officer
DEPARTMENT: Fundraising Department

	Essential Criteria	Desirable Criteria	How & When Assessed
Education / Qualification	GCSE grade C or above or equivalent in Maths and English	Educated to degree level or equivalent Events Management Qualification Events Related qualifications; e.g. first aid, risk related, marketing etc. Member of the Institute of Fundraising or the Hospice Income Generation Network	Application Form & Relevant Certificates
Skills / Abilities	A self-starter who can work on their own initiative. The ability to prioritise effectively and simultaneously manage multiple deadlines. Excellent relationship building skills with supporters and internal stakeholders at all levels within the organisation. Reporting & Data Analysis Negotiation & Selling skills Keen eye for detail Budget Management Able to problem solve Flexible and able to work outside of contracted hours as required Calm under pressure	Ability to drive / access to a vehicle	Application Form At Assessment Centre

Experience	2-3 years' experience in event management. Experience of managing large scale events with participant numbers exceeding 1,000. Experience of setting and evaluating plans and objectives. Experience of recruiting and managing volunteers Experience of writing risk assessments for complex events. Experience of planning routes for running or walking events. Experience of working with a communications team delivering marketing plans and producing motivational promotional materials for events and activities.	Experience organising running events specifically. Event experience preferably covering events with targets exceeding over £40,000 profit Mass Participation Event experience as a participant and / or volunteer. Previous experience in the UK Fundraising sector.	Application Form At Assessment Centre
Knowledge	Knowledge of legal requirements for fundraising Knowledge of fundraising in the UK charity sector. Knowledge of the UK mass participation event sector Proficient in Microsoft office packages including Word, Excel, Powerpoint, Outlook and MS Teams.	Knowledge of local venues, suppliers, businesses, charities or local running groups. Knowledge of Raisers Edge CRM database	Application Form At Assessment Centre