

Job Vacancy

Events Fundraiser

Salary: £18,000 + 6% pension contribution

Location: Bristol

Reporting to: Fundraising Manager

Benefits:

- 6% employer pension contribution
- 24.5 days annual leave plus statutory bank holidays
- Employee assistance programme in place with free access to confidential, professional legal and health advice
- Cycle to work scheme

Meningitis Research Foundation: We are a leading UK, Irish and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia. It is an exciting time for the charity as we expand our reach and impact to meeting the challenges of meningitis and septicaemia wherever they exist in the world.

The candidate: We are seeking an enthusiastic, outgoing candidate who is passionate about fundraising especially within the student market. You will be sociable and enjoy networking as the role will require relationship management as well as looking to develop new university partnerships. You will also be a confident presenter and work well as part of a team.

The application process: The closing date for completed applications by email is 9am 11th February 2019. If you have any questions or would like to discuss the role further please contact Jenny Robinson on 0333 4056 241.

Following receipt of satisfactory references the successful candidate will be able to start work as soon as possible after receiving their offer of employment.

The job pack includes:

- Background information
- Job description
- Person specification
- Overview of terms & conditions
- Application and equal opportunities monitoring form

Please return application and equal opportunities forms via e-mail to laurah@meningitis.org or post to Laura Hardidge at Meningitis Research Foundation, Newminster House, Baldwin Street, Bristol, BS1 1LT. Please be advised that CVs alone will not be considered.

About Meningitis Research Foundation

Meningitis Research Foundation is a leading UK and international charity working to defeat meningitis wherever it exists.

Meningitis and sepsis are together the second biggest infectious killer of children under the age of 5 globally. It strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure “no other family has to go through what we have”.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems.

We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Over nearly 30 years we have played an instrumental role in helping to reduce death and disability from meningitis and septicaemia wherever it exists. To achieve this our incredible supporters have enabled us to fund research in the UK, Europe, North and South America, Sub-Saharan Africa, and Australasia.

With a drive to continue ongoing work in the UK and Ireland whilst growing our international presence significantly, we are about to embark on a new phase of development for the charity. We believe there has never been a more exciting time to join our 40 strong team at offices in Bristol, Edinburgh, Belfast and Dublin.

We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated professionals to grow. We reward with good working conditions, competitive salaries and terms and conditions, respect and equal opportunities

Job Description

Context

This post is based in our Bristol office and is part of the student fundraising team. You will work with universities across the UK to maintain relationships with university partners and support student fundraisers.

Purpose

To work as part of our community fundraising team in organising, recruiting and resourcing our student overseas treks and other student events. Recruit and manage participants for our running programme. Provide additional support to the fundraising team in other areas of fundraising work.

Reports to

The Fundraising Manager will be responsible for your post and will ensure you have been given appropriate responsibilities and tasks. This will include monitoring your performance, ensuring you are well supported, and providing feedback as you progress.

Responsibilities

Key tasks and fundraising activities

All to be undertaken with appropriate support:

- Attending meetings and presenting to student groups across the UK.
- Promoting the MRF student programme to universities across the country, developing and building relationships.
- Promotion and recruitment of student challenge events both face to face and via the telephone.
- Provide account management for university partners.
- Provide donor care and support for student challenge participants.
- Maintain simple records of financial information relating to events.
- Produce progress reports.
- Identify and implement ways of solving problems and exploiting new opportunities.
- Provide assistance in the running of other fundraising events and activities.

General, personal & developmental

- Contribute to internal newsletters and supporter communications.
- Maintain required records of supporter relationships.
- Support all colleagues and communicate your work and needs openly and effectively.
- Establish efficient and effective working relationships and communication with internal and external stakeholders.
- Take responsibility for own development and training needs, in consultation with line manager.

- Keep abreast of the charity's work programmes, and of current developments in the field of meningitis and septicaemia.
- Frequent travel to universities in the UK, some overnight stays.
- Expenses and time off in lieu for approved work away from the office in line with charity guidelines.

Person Specification

		Essential or Desirable
Training, Experience and Qualifications	Experience of working with rags or university societies	E
	Educated to degree level or equivalent	D
	Experience of working within a non-profit organisation	D
	Fundraising/sales and marketing experience	D
	Experience of charity challenges and/or marathons	D
Knowledge and Skills	Working knowledge of social media	E
	Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines	E
	Excellent oral communication skills, strong networker and a confident, outgoing manner	E
	Good written communication skills	E
	A relaxed and confident manner both in a one-to-one and group settings	E
	IT competent. Particularly word processing, spreadsheets, and e-mail	E
	Self-motivated and able to work on own initiative	E
	Excellent attention to detail	E
	Numerate, able to understand and manage financial information	E
	Team player with an ability to build effective working relationships	E
General	Ability to work anti-social hours (evenings and weekends when required) and at a high level of intensity	E
	Full driving licence and access to car	D

Terms and Conditions - Essentials

Location

Your normal place of work will be Newminster House, Baldwin Street, Bristol, BS1 1LT with occasional work elsewhere including the UK and Republic of Ireland and potentially further afield depending on the post held.

Salary

£18,000 including 1% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

Hours of Work

36.25 hours between 7.00 am to 6.00 pm Monday to Friday, with frequent unsociable hours.

Annual Leave

24.5 days + statutory & public holidays. The Charity's holiday year runs from 1 April to 31 March.