

# Events Fundraiser - Job Pack



## Thank you for your interest in joining the MRF team!

This pack will give you a sense of what is like to work in the MRF Student Fundraising Team and the kind of candidate we are looking for.

If you are seeking a role that is rewarding, where every day is varied and interesting – you are in the right place.

The work you will carry out at MRF will make a difference in people's lives, both in the UK and around the world as we work to defeat meningitis.

**Starting salary: £22,000 + 6% pension contribution**

**Location: Bristol or Flexible with home working**

**Contract type: Full time, permanent**

### Benefits

**•25 days annual leave pro rata plus statutory bank holidays**

**•6% employer pension contribution**

**•Employee assistance programme in place with free access to confidential, professional legal and health advice**

**•Cycle to work scheme**

# About our Student Events Fundraising Programme

The MRF Student Events Team is responsible for a significant proportion of our events income with hundreds of students each year taking on a once in a lifetime charity challenge such as climbing Kilimanjaro, reaching Mount Everest Base Camp or trekking across Morocco.

We are proud of the work of this team which successfully runs a sector-leading programme of student challenge events. Our fundraising in this area is well established and we have been offering challenge events that students can embark on for over 13 years. As a charity, we have been fundraising with universities for much longer which is an important element of our work.

The Events Fundraiser is an exciting role at MRF within a very successful fundraising team, which this year raised over £500,000 by supporting hundreds of university students to tick a life-enhancing experience off their bucket list.



## Who are we looking for?

### You are a people person

This role is all about connecting with people, building relationships and supporting them to reach their fundraising goals. You will need to be enthusiastic, outgoing and thrive in motivating people to take action through their fundraising.

### You are passionate

You will need to be an advocate for MRF's work to defeat meningitis, working with universities and for fundraising challenge events. It is through the determination of everyone involved with the student events programme that we are able to deliver a number of our goals as a charity. You will harness that passion to help each student succeed and understand what a difference they make along the way.

### You are a skilled communicator

We are proud of our quality supporter communications, social media pages and on campus participant recruitment. You will be equally as happy giving a presentation, writing motivating emails and social media posts or helping someone with their fundraising plan over Zoom.

### You love variety

Everyday in the student fundraising team is different and you will need to be flexible and adaptable. This isn't a fully desk based job as at different points of the year you will be out on the road working with universities on campus, attending events and meeting your student fundraisers face to face.

### You like to collaborate

Whilst you will need to use your initiative and autonomy to work on your own accounts, you are part of a strong team. You should enjoy working with your colleagues to make the most of every opportunity and each others strengths.

### You want to make a difference

Meningitis and neo-natal sepsis are the second biggest killers of infants under the age of 5 globally even though largely vaccine preventable. MRF are driven to change this by 2030 in all that we do. We also promise to continue to raise awareness and be there to support people who have been affected. If this excites you, then we think you could bring a lot to this role..

## How we will support and develop you

Your skills and development are important to MRF. Once you join the team you will meet with colleagues from across the organisation so you understand the important work MRF are doing to defeat meningitis. You will learn all about your role to get you up to speed on the various elements and tools you'll use as you settle into the exciting programme of work in the student team. Every month you will have the opportunity to come together with your fundraising colleagues for indepth project development and training sessions. Through weekly 121s, monthly supervision and annual appraisal your line manager will ensure you are developing in your role and gaining the professional skills you need to succeed.

# About Meningitis Research Foundation

MRF is a leading UK and international charity working to defeat meningitis wherever it exists.

Meningitis 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".

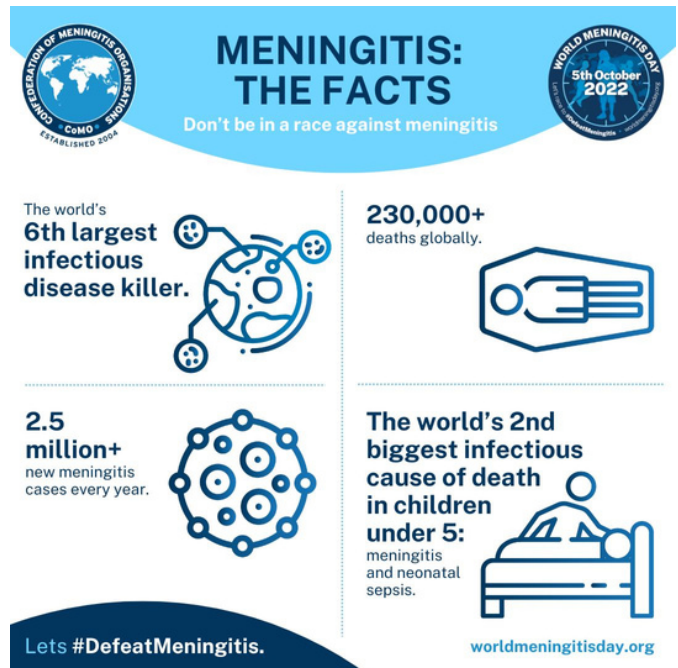
Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

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 because no one should have to go through this disease alone.

Since the 2021 launch of the World Health Organisation's first ever global roadmap to defeat meningitis we are now underway on an ambitious new phase of development for the charity. We believe there has never been a more exciting time to join our team.

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



## Meningitis and Me - Harmonie-Rose

Harmonie-Rose was a toddler when she contracted meningitis. She lost all four limbs through septicaemia and is now a quadruple amputee. MRF has supported Harmonie-Rose and her family since the beginning. Harmonie-Rose is truly inspirational saying:

"It doesn't matter who you are - you can do anything if you just push yourself and practice. It'll make perfect if you believe you can achieve. And also, never give up."

You can [watch Harmonie-Rose's story here](#) as part of MRF's Meningitis and Me series.



# MRF Values

**Our values are extremely important to us and mean far more to us than words on a page**

## **We are evidence-led**

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

## **We operate with integrity**

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

## **We pursue our goals with determination**

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

## **We are a passionate advocate**

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

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## **We collaborate to make progress**

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

## **We act with compassion**

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF.

All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy.

## **How to apply**

**The closing date for completed application is 9am Monday 6th March 2023. Interviews will be held in Bristol or via Zoom on Monday 13th March or sooner should early candidates apply. We advise you to submit an early application with the strongest chance of securing an interview. The interview will include a short presentation task, which you will be told about if shortlisted. If you have any questions or would like to discuss the role further please email [katl@meningitis.org](mailto:katl@meningitis.org).**

**Please return application forms via e-mail to [beckym@meningitis.org](mailto:beckym@meningitis.org).**

**Following receipt of satisfactory references, the successful candidate will be able to start as soon as possible. MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.**

## Job Description – Events Fundraiser

### Job Purpose and Summary

To work as part of our events fundraising team in organising, recruiting and resourcing our student overseas treks and other student events.

This post is part of the MRF student fundraising team. You will work with universities across the UK and Republic of Ireland to build and maintain relationships with university partners and recruit student volunteers to take part in international and UK fundraising challenges.

Meningitis Research Foundation is based in Bristol but the role is flexible and is open to anyone wishing to work from home.

### Reports to

The Senior Fundraising Manager will be responsible for your post and will ensure you have been given appropriate tasks as well as providing support and development to you in your role.

### Responsibilities

#### Key tasks and fundraising activities

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

#### General, personal & developmental

- 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 / Desirable
Training, Experience and Qualifications	Experience of fundraising events and activities	E
	Experience of working with University Rags or societies	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

This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

## Terms and Conditions - Essentials

### Location

Your normal place of work will be at Head Office which is currently Room 715, The Programme Building 7th Floor, The Pithay, Bristol, BS1 2NB or home based with monthly visits to the Head Office and frequent travel to Universities across the UK. Occasional work elsewhere including the UK and Republic of Ireland.

### Salary

£22,000 (pro rata) including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25<sup>th</sup> of each month.

### Contract Type

Full time, permanent.

### Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday, with frequent unsociable hours.

### Annual Leave

25 days + statutory & public holidays. The Charity's holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.