# Job Vacancy

## Events Fundraiser

**Salary:** £18,000 **pro rata** + 6% pension contribution

**Location:** Bristol or Flexible with home working  
**Contract type:** Full time, permanent

**Benefits**

* 6% employer pension contribution
* 25 days annual leave pro rata 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 and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia (also known as sepsis). 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, and are set to play a role in developing a new global roadmap to defeat meningitis alongside major international public health organisations.

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

**The application process:** The closing date for completed application is midday Friday 18th December 2020. Interviews will be held by zoom on Monday 21st December, please be available for this date if shortlisted for interview. The interview will also include a presentation task, the details of which you will be informed of if shortlisted. If you have any questions or would like to discuss the role further please call 0333 4056 241.

Please return application forms via e-mail to [carolc@meningitis.org](mailto:carolc@meningitis.org). Please be advised that CVs alone will not be considered.

Following receipt of satisfactory references, the successful candidate will need to start the role in early January 2021.

### 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.

# 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.  
   
For 30 years we have played an instrumental role in helping to reduce death and impairment 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.

We have enabled the initiation of new global roadmap to defeat meningitis by 2030 following a high-level meeting hosted by Wilton Park and organised by MRF in collaboration with the World Health Organisation (WHO). The meeting united experts, patient groups and representatives from countries most affected behind a call for global action. MRF was asked to be part of an expert Task Force by the WHO to take this process forward.

We have also acquired funding to help boost advocacy capacity internationally by helping to strengthening the skills of other patient groups.

More information on MRF can be found in our [2017-2020 organisational strategy](https://www.meningitis.org/getmedia/600dc78b-4d46-4fdf-8b17-d5b1ed10f95c/MRF-strategy-FINAL) and on our [website](https://www.meningitis.org/).

# Job Description – Events Fundraiser

## Context

This post is part of the student fundraising team. You will work with universities across the UK to 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.

## Purpose

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

## Reports to

The Senior 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 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

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| --- | --- | --- |
|  | | Essential / 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 |

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 10 Park Street, Bristol, BS1 5HX with frequent travel to Universities across the UK. Occasional work elsewhere including the UK and Republic of Ireland and potentially further afield depending on the post held.

## Salary

£18,000 (pro rata) including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th 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 1st April to 31st March.