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RAINBOW TRUST
SUPPORTING FAMILIES WITH A SERIOUSLY ILL CHILD

SPORTS EVENTS FUNDRAISER

Department:	Fundraising & Engagement
Job title:	Sports Events Fundraiser
Reports to:	Events Manager
Based at:	Head office, Leatherhead, Surrey
Salary:	Up to £27,000

Rainbow Trust Children's Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed.

OUTSTANDING TO WORK FOR 2025 cert.b.co.uk

Job Summary

The Sports Events Fundraiser is responsible for supporting the Events Manager to the plan and deliver Rainbow Trust's events programme.

We have developed and started an ambitious strategy to grow our UK wide and International sports fundraising programme.

The post holder will plan, deliver and market a portfolio of high-profile and high-value sports fundraising events, including the London Marathon and Arctic Adventure Challenge; and assist on the delivery of special events including the the London Carol Concert.

The post holder will steward supporters and motivate them to ensure maximum engagement and income for Rainbow Trust.

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Areas of Responsibility

(specific to role)

- Project manage the sports events programme ensuring all events are covered and delivered on time and to budget.
- Lead on taking sports events to market and recruit participants and attendees, working in close collaboration with colleagues across all teams including digital, corporate and community, and philanthropy.
- Motivate and build effective relationships and deliver first class stewardship to sports participants and special event attendees.
- Take responsibility for driving and delivering agreed income and event targets.
- Manage suppliers, from negotiating the purchase of places and packages on sports events, to venue hire and catering and auction providers on special events.
- Assist the Events Manager with the deliver of special events as required.
- Monitor performance and provide accurate income reports.
- Identify areas of risk and ways to mitigate.
- Support the Events Manager to identify and scope new income growth opportunities for the sports marketplace, creating business cases showing potential risk and ROI.
- Undertake regular communications with supporters and partipants, including newsletters, fundraising materials, marketing materials and updating website content.
- Create sports events digital content and use social media to engage and recruit supporters and event participants.

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General Responsibilities

Leadership and Strategy

- Provide expert guidance and direction for staff, volunteers and interns.
- Act as representative of the charity to a variety of external and internal audiences and in different contexts.
- Participate in the planning and development process including budget setting.
- Operate in compliance with relevant legislation, best practice and corporate policy.
- Commit to our Performance Management Process and develop stretching objectives to meet the business plan.
- Take responsibility for own professional development.
- Live by the Rainbow Trust values.

Operational and Project Planning

- Ensure processes are documented and effectively governed.
- Take individual responsibility for agreed objectives, targets and budgets.
- Develop own individual work programme in consultation with line manager to weekly, monthly and quarterly time frames.
- Contribute to team and department planning events and activity.
- Monitor project and work programme progress and report any variance.
- Negotiate with suppliers to ensure best value for money is obtained.
- Organise own time and resources effectively and use initiative.

Working with Customers and Service Delivery

- Maintain effective relationships with donors, supporters and suppliers.
- Ensure that excellent supporter expectations are met and exceeded.
- Deliver direct services to both supporters and colleagues to acceptable professional standards and corporate guidelines.
- Report any complaints received to the team from supporters, suppliers or any other external or internal contacts.

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Developing, Maintaining Systems and Procedures

- Report against plan monthly, identify variance and make appropriate recommendations.
- Ensure compliance with data protection guidelines, GDPR, confidentiality, employment law and corporate policy.
- Ensure that data relevant to area of responsibility and activity is appropriately recorded and stored in the CRM.
- Ensure regular data cleansing is actioned and events contacts are current.

People Management and Development

- Recruit and retain high calibre volunteers through effective supervision (following best practice guidelines for managing volunteers), including providing relevant development opportunities.
- Provide guidance and direction to events volunteers and interns to create a positive atmosphere, including conducting regular meetings with volunteers so they are informed and motivated.
- Recognise and value the contribution of volunteers.

Team Working and Collaboration

- Collaborate effectively with colleagues in all teams to deliver on priorities and objectives.
- Contribute professional knowledge and expertise to events team.
- Act as a source of knowledge and expertise to colleagues.
- Champion business improvement and people development initiatives.
- Proactively participate in team meetings and away days as well as staff conference.
- Contribute to team building activities and initiatives.

Special Conditions

- The role will require occasional evening and weekend work in order that the organisation is able to deliver on its commitments to its stakeholders.
- All staff have a responsibility to maintain an up to date knowledge and awareness of issues around the safeguarding of children, through the completion of the relevant training, at a level commensurate with your role.
- All staff must adhere to, Rainbow Trust's safeguarding policies and procedures.
- Full driving licence.
- Regional and some UK travel will be required from time to time to attend events.
- The list of responsibilities outlined above is not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

PERSON SPECIFICATION
Sports Events Fundraiser

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	ESSENTIAL	DESIRABLE
Experience (Previous roles, types of organisations)	• Some experience of event planning and delivery including the marketing and promotion of events. • Previous experience of working in a customer facing role • Demonstrable experience of building strong working relationships • Strong administrative experience.	• Completion of a sports or challenge sponsored event • Volunteer or intern management experience • Fundraising or income generating roles • Managing and monitoring budgets, including income and expenditure
Special Competencies (Specific job-related skills knowledge understanding)	• Effective communicator - ability to motivate others • Able to build and maintain effective working relationships with customers/supporters • Excellent negotiating and networking skills. • Good MS Office knowledge	• Experience of regular use of a CRM database, including generating and interpreting reports
Disposition (Influence over others, dependability, self-reliance)	• Friendly, outgoing and enthusiastic, quickly connecting with others and building relationships. • Motivating, empathetic and persuasive communicator. • Works accurately with details within established standards and guidelines. • Works with a sense of urgency, completing task in a timely manner. • A fast learner who responds quickly to pressure and change. • A socially-focused attitude with task-based collaboration. • Self-starter – takes initiative, controlling all aspects of tasks, from beginning to end.	

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PERSON SPECIFICATION
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	ESSENTIAL	DESIRABLE
Thinking Style (Practical, conceptual, innovative, traditional, change orientated)	• Working closely and accurately within established guidelines • Organised, working within a structure and established policies while working with others • Working through others to achieve goals	
Attainments (Academic & prof qualifications & training)		• Educated to A level / degree level or equivalent • Events related qualification
Motivation (Ambition, money, security)	• Achieving results with and through people and bringing out the best in them • High quality customer satisfaction	
Circumstances (Mobility, special demands of job, unsocial hours)	• Full driver's licence and willing to travel, regionally and throughout the UK • Able to work flexible hours, to accommodate evening and weekend events • Commitment to own continuing professional development	

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