

JOB DESCRIPTION

Job Title: Events Fundraiser

Main Place of Work: Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS and such other areas as required.

Responsible to: Fundraising Manager

Accountable to: Chief Executive, Cobalt Health

Line management

- There is no line management responsibilities associated with this role

Job Purpose:

The Events Fundraiser will take the lead in organising a variety of fundraising events to engage supporters, raise vital funds, and promote the charity. The role involves planning, promoting, and delivering events to raise money for the charity.

Key Relationships

Cobalt staff team, patients, volunteers, donors and supporters

Key areas of responsibility will include:

Operational Duties

Event Planning and Delivery

- Organise and manage a range of fundraising events, from large-scale activities to smaller community gatherings.
- Handle all logistics, including venue bookings, supplier coordination, risk assessments, and event-day operations.
- Ensure events reflect Cobalt's brand and provide a memorable experience for participants.

Boosting Event Participation

- Develop creative ways to recruit participants for events, such as runs, walks, and unique challenges.
- Promote events through social media, email campaigns, and direct community engagement alongside marketing team.
- Build relationships with past participants to encourage ongoing involvement.

Engagement at Events

- Be a key point of contact at events, ensuring participants and volunteers feel welcome and supported.

- Deliver talks during events to highlight Cobalt's work and inspire further support.
- Work with community groups, schools, and businesses to encourage involvement, sponsorship and team involvement.

Developing New Event Ideas

- Research and come up with fresh ideas to keep events exciting and relevant.
- Tailor events to suit Cobalt's audience and community interests.
- Use feedback and event performance to improve future activities.

Promoting Events

- Work closely with the marketing team to produce promotional materials.
- Create engaging content for social media and other platforms to boost event sign-ups.
- Coordinate with internal teams and external partners to ensure consistent messaging.

Volunteer Management

- Recruit, train, and manage volunteers to support events.
- Ensure volunteers are well-briefed and appreciated for their efforts.

Monitoring Performance

- Track event participation, income, and costs to assess success.
- Report back to the fundraising team, highlighting key achievements and areas for improvement.
- Ensure compliance with data protection and fundraising standards.

Hands-On Event Support

- Be present at events to actively setup and oversee logistics.
- Offer practical support to ensure events run smoothly and are enjoyable for all involved.
- Tackle challenges on the day with a calm and professional approach.

Team Collaboration

- Work closely with the Community Fundraiser to share insights and coordinate activities.
- Collaborate with other departments and contribute to team discussions.
- Uphold Cobalt's values and follow organisational policies.

Specific Duties

- Any other duties in accordance with the level of the role
- A willingness to work some evenings and weekends as required (time off in lieu will be given).

Management of Resources

- To assist with monitoring of supplies

Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specification

Qualifications and Training	Essential	Desirable
Educated to A Level standard or equivalent relevant and demonstratable experience	✓	
Fundraising qualification and/or membership of Institute of Fundraising		✓
Knowledge and experience	Essential	Desirable
Proven experience in planning and delivering successful events	✓	
Budget management experience with a focus on delivering value for money	✓	
Confident in promoting events through social media and other channels.	✓	
Familiarity with CRM systems or event management tools		✓
Experience organising large or high-profile events		✓
Experience recruiting and managing volunteers.	✓	
Knowledge of health and safety regulations and risk assessments		✓
Established relationships with local businesses and community groups		✓
Skills and abilities	Essential	Desirable
Fully IT literate, and conversant in the use of Microsoft Office applications	✓	
Good attention to detail and accuracy in data entry and record keeping	✓	
Excellent verbal and written communication skills, with the ability to communicate with a broad range of people in an appropriate and sensitive way	✓	
Strong organisational skills and the ability to manage multiple events simultaneously.	✓	
A creative approach to developing new fundraising ideas	✓	
Able to work autonomously and as part of a team	✓	
Excellent time management skills, able to multi-task and prioritise competing demands	✓	
Ability to influence	✓	

Ability to role model to promote charity's behaviours and values, and promote equality, diversity and fairness	✓	

Personal attributes	Essential	Desirable
Proactive and flexible 'can do' attitude	✓	
Motivated and highly organised	✓	
Able to remain calm under pressure	✓	
Resilient	✓	
Flexibility to work evenings and weekends, with a full driving licence and access to a vehicle (subject to reasonable adjustments).	✓	
Commitment to own continuous professional development	✓	