

Events and Community Fundraiser Job Description

Job Title:	Events and Community Fundraiser		
Organisational Level:	Team member		
Hours:	Full-time (37.5 hours) Monday to Friday	Status:	Permanent
Responsible to:	Events and Community Fundraising Manager	Responsible for:	N/A
Remuneration	£30,000 - £35,000		
Location:	Hybrid working – SpecialEffect Office in Charlbury, max. 2 days WFH per week (after probation)		

SpecialEffect is an award-winning UK charity that exists to help people with severe physical challenges to get more out of life by giving them access to video games and technology. Known as The Gamers' Charity, gamers and gaming communities are at the heart of both our work and those who make that work possible – our invaluable supporters.

Main purpose of job:

The Events and Community Fundraiser will support a number of our major annual fundraising events, oversee our challenge events programme, and help implement a new local community fundraising strategy becoming the face of SpecialEffect in the local area. This role will build relationships with supporters, mobilise volunteers, and work on creative fundraising initiatives to raise vital income and awareness.

Main Areas of Responsibility:

- Support the Events and Community Fundraising Manager in organising and delivering our annual events programme particularly focusing on major events such as One Special Walk, The SpecialEffect Masters Golf, Football Fives and One Big Game.
- Oversee our programme of challenge events particularly focusing on the London 10k, the Oxford Half Marathon and the Great North Run.
- Help develop and implement a new community fundraising strategy that builds on the legacy of fantastic local support the Charity has benefited from over the past 19 years, and takes on board new trends, concepts and best practice as we look to the future.

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- Organise and deliver community fundraising activities and events.
- Deliver outstanding stewardship to our existing community supporters, including community groups, schools, and local businesses.
- Support the Events and Community Fundraising Manager to promote our events to community supporters and local businesses.
- Support the Events and Community Fundraising Manager to develop new events that engage current and potential supporters in the local area.
- Identify and implement opportunities for new community fundraising and awareness-raising initiatives and campaigns, including local Charity of the Year programmes.
- Represent SpecialEffect and forge lasting relationships by attending networking opportunities such as business breakfasts and other appropriate community events.
- Design and implement donor journeys for event participants and community supporters.
- Support the Events and Community Fundraising Manager with volunteer management and mobilisation.
- Work closely with the Communications team to promote campaigns and fundraising activities through local channels and social media.
- Work collaboratively with colleagues from the wider team to identify suitable prospects in other fundraising areas (eg partnerships, events, individual giving) and work with colleagues to ensure a smooth handover.
- Ensure all community fundraising activities are compliant with relevant regulations, guidelines, and SpecialEffect's values and policies.
- Maintain accurate records on our CRM.
- Increase internal understanding of community fundraising and its impact.

Other Responsibilities:

- Adhere to and comply with organisational policies, procedures and guidelines at all times
- Take responsibility for personal health and safety and that of colleagues and visitors
- Implement risk management strategies and other procedures
- Comply with the Charity's policy on confidentiality, the Data Protection Act (DPA) (2018) and the UK General Data Protection regulations (UK GDPR)

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- Act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation
- Although the standard working week is Monday to Friday, the requirements of this role will necessitate working outside of hours in locations away from the office, both in the UK and occasionally abroad, sometimes for several days at a time. A TOIL policy applies in such circumstances.

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Person Specification

	Essential	Desirable
Knowledge, Experience, Qualifications, Professional Memberships & Training	• Demonstrable experience in fundraising, with proven ability to organise events and build support from local community groups and businesses • Strong relationship-building skills and the ability to engage with a wide range of people from different backgrounds within a fundraising context • High level of working knowledge of Microsoft Office computer software packages • Full driving licence	• Experience in community and/or corporate fundraising • Familiarity with local networks in the Thames Valley area (we define this as Oxfordshire, Buckinghamshire and Berkshire) • Demonstrable experience in organising successful fundraising events, campaigns, or activities
Communication, Engagement & Relationships	• Confident in establishing and maintaining internal and external relationships with colleagues, supporters, and other key stakeholders • Excellent communication skills, both written and verbal, with the ability to deliver engaging and motivational presentations and talks • Strong team player, with proven ability to work alongside colleagues when implementing change • Comfortable with occasional evening and weekend work and travel across the region and occasionally abroad • Empathy with the Charity's mission, aims and objectives	• Experience engaging with physically disabled service users and/or their families/care teams
Team Skills	• Ability to work independently and as a flexible team member, responding to situations with pragmatism and	

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	clarity, and adaptable to change as circumstances develop and new opportunities arise	
Analytical, Problem-Solving and Judgement Skills	• A forward thinker and problem solver, able to use initiative and audience insight to identify opportunities for development or improvements and implement solutions • Proficiency in using fundraising databases • Ability to use data to inform decisions	
Planning and Organisational Skills	• Strong time management and organisational skills, including the ability to plan, prioritise and maintain quality of own workload	
Standards and Compliance	• To be able to operate competently regarding managing data and information in accordance with the Data Protection Act (2018) and the General Data Protection regulations (GDPR). • Good understanding of the Code of Fundraising Practice	
Equality, Diversity and Inclusivity	• To operate with respect and inclusivity for all. • Understanding of the importance of inclusion, accessibility, and working with diverse communities	
Personal and Professional Development	• Demonstrable dedication to continued professional development (CPD).	
Personal Characteristics and Interests	• Committed and conscientious approach to work • Passionate about the work and mission of SpecialEffect • Ability to remain calm and perform to a high standard under pressure • Empathetic and caring towards others	

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This job description is a broad reflection of current duties, but it is not exhaustive. It will be reviewed on an annual basis to reflect priorities and developments during the appraisal and performance review process and any organisational changes.