



POST TITLE: Events Coordinator (maternity leave cover)
RESPONSIBLE TO: Event Manager
JOB TYPE: Part time
Open to flexible working options between 20hrs – 25 hours per week.
LOCATION: Hybrid- Home working with 1-2 days per week at Cheltenham office, plus occasional UK travel to meet requirements of role.
SALARY: £24,500 per annum, pro rata for part time
FIXED TERM: Until the end December 2026.

*This is a part time role but there will be a requirement to work additional hours around key event dates.

Background:

WellChild is the national charity for seriously ill children. Our vision is for every child or young person with complex medical needs to be thriving at home. Through a UK-wide network of children's nurses, garden transformation projects and family support services, WellChild, who have Prince Harry, Duke of Sussex as its Patron, exists to ensure this growing population of children and young people have the best chance to thrive at home and in their communities.

Purpose of the role:

This role is responsible for the effective organisation and delivery of a range of events, involving liaison with a large number of third parties. Events are an important income stream for WellChild as well as providing excellent opportunities to raise awareness of our work.

Reporting directly to the Event Manager, the Events Coordinator is responsible for supporting and developing a range of high-profile events to achieve pre-agreed fundraising income targets.

Key Responsibilities:

Event Management

- By working effectively and efficiently with the Event Manager to ensure that WellChild provides a coordinated and high-quality event management service.
- Supported by the Event Manager to ensure effective delivery and evaluation of those events for which project manager status is agreed with the Event Manager. This includes developing and working to a specific brief with clear objectives.
- Feed into the Events budget and supply the Event Manager with upto date expenditure PO's etc.
- Research, develop, plan, promote and implement existing and new events, projects or partnerships.
- Work with the Challenge Events and Corporate Fundraising Teams to develop and build relationships with existing and new partners to encourage support and involvement through events – e.g corporate sponsorship.
- Create and develop supporter care journeys for all event participants ensuring an excellent experience for all participants and increasing retention rates, delivering maximum fundraising potential and diversifying their support.
- Work with the wider Fundraising Team to ensure good relationships are created and maintained with existing and potential venues and suppliers to meet event requirements.
- Ensure income at relevant events is collected and recorded appropriately.
- Ensure that the event pages of WellChild's website provide the most up-to-date information and actively promote all events to maximise take-up and to promote WellChild in general.
- Ensure efficient communication with all members of the project team to allow them to effectively fulfil their role. This includes helping to provide comprehensive project briefs, identifying key tasks and developing materials and strategies with the Communications Team, and identifying support and sponsorship opportunities with the Fundraising Team.
- Support the development of risk assessment and health and safety checks for events.
- Ensure that information to monitor and evaluate events, including income and expenditure, is properly collated.
- Ensure that all post event processes are properly managed and co-ordinated.
- Maintain accurate data keeping associated with the events, using Raiser's Edge system.
- Liaise with supporters and event sponsors regarding sponsorship and donations.
- Liaise with suppliers to ensure the event is delivered to agreed plan and within budget.

Other responsibilities

- Provide regular reports/updates to Events Manager on the progress of all events.
- Maintain an excellent knowledge of WellChild's charitable activities and projects.
- Liaise with the Communications Team to successfully promote all areas of events activity.
- Liaise with the person responsible for volunteers regarding the recruitment of volunteers for events.
- Liaise with the Senior Database & Analysis Officer regarding mailings for events.
- Provide support for events which are managed by other project managers.
- Keep up to date with best practice in event management/fundraising. Comply with relevant legislation and regulation while working within the organisation's policies and procedures.
- Ensure compliance with the Charity Commission, fundraising regulation, and data protection requirements. Taking ownership of any policies relating to all aspects of event delivery.
- Represent WellChild at fundraising and awareness events and attend cheque presentations as necessary.
- This role will involve travelling away from Cheltenham and working outside of normal hours during peak event times including very occasionally some weekends.

General:

- Attend and participate in internal and external meetings, training and development as required – this may sometimes involve travel away from the office and working outside of normal hours.
- Participate in WellChild projects as required.
- Attend and participate in WellChild events – this usually involves travel away from the office and working outside of normal hours. Including meetings associated with events which may fall out of normal hours.
- Take all opportunities to promote the work of the charity in order to continually build the network of supporters.
- To undertake other duties as may be requested by Event Manager/SMT as WellChild's work develops and new needs emerge.
- To contribute to and support other areas of the organisation, particularly during times of peak workload.

This job description is not an exhaustive list of duties but is intended to give a general indication of the range and extent of work to be undertaken; it will vary from time to time.

Person Specification

Essential	Desirable
■ Demonstrate strong organisation and/or project management skills. ■ Experience of working in an events management or fundraising environment. ■ Ability to take direction and work to agreed objectives. ■ Positive 'can do' approach. ■ Able to demonstrate strong negotiating and influencing skills. ■ Be creative with a good imagination to plan unique events within budget. ■ Articulate and confident – able to communicate effectively and clearly, verbally and in writing, to a wide range of people. ■ Able to demonstrate excellent attention to detail. ■ Adaptable – able to fulfil a wide range of tasks; able to effectively prioritise and manage own workload to meet targets and deadlines; able to attend events outside of normal working hours. ■ Able to demonstrate a collaborative working style – working co-operatively with others to achieve objectives. ■ Able to use Microsoft applications ie. Word, Excel, Outlook to a high level combined with excellent keyboard skills. ■ Upholds the Charities values, beliefs and culture on keeping children safe and an ability to work in a way that promotes the safety and wellbeing of children and young people.	■ Knowledge of Raisers Edge (RE) or another CRM system. ■ Project Management experience and/or training. ■ Able to demonstrate success in building and maintaining strong networks, fostering relationships and identifying opportunities to maximise. ■ Knowledge of health and safety requirements, risk assessments etc. ■ Able to demonstrate the ability and determination to meet budgets and targets. ■ Hold a valid UK driving license.