

**SELECTION CRITERIA**

**POST: Mass Participation Events Officer**

**DEPARTMENT: Fundraising Department**

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|  | **Essential Criteria** | **Desirable Criteria** | **How & When**  **Assessed** |
| **Education /**  **Qualification** | GCSE grade C or above or  equivalent in Maths and English | Educated to degree level or equivalent    Events Management  Qualification    Events Related qualifications; e.g. first aid, risk related, marketing etc.    Member of the Institute of  Fundraising or the Hospice  Income Generation Network | Application Form & Relevant Certificates |
| **Skills / Abilities** | A self-starter who can work on their own initiative.  The ability to prioritise effectively and simultaneously manage multiple deadlines.  Excellent relationship building skills with supporters and internal stakeholders at all levels within the organisation.  Reporting & Data Analysis  Negotiation & Selling skills  Keen eye for detail  Budget Management  Able to problem solve  Flexible and able to work outside of contracted hours as required  Calm under pressure | Ability to drive / access to a vehicle | Application Form    At Assessment  Centre |
| **Experience** | 2-3 years' experience in event fundraising  Experience of managing large scale events with participant numbers exceeding 1,000.  Experience of setting and evaluating plans and objectives.  Experience of recruiting and managing volunteers  Experience of writing risk assessments for complex events.  Experience of working with a communications team delivering marketing plans and producing motivational promotional materials for events and activities. | Event experience preferably covering events with targets  exceeding over £40,000 profit    2 years line management experience.  Mass Participation Event experience as a participant | Application Form    At Assessment  Centre |
| **Knowledge** | Knowledge of legal requirements  for fundraising    Knowledge of fundraising in the UK charity sector.  Knowledge of the UK mass participation event sector  Proficient in Microsoft office packages including Word, Excel, Powerpoint, Outlook and MS Teams. | Knowledge of local venues,  suppliers, businesses or charities    Knowledge of Raisers Edge CRM database | Application Form    At Assessment  Centre |