

**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  |