

Job Description

Post	Special Events Manager (fixed term 12 months, full-time)
Job Ref	F/24
Location	Edinburgh or London
Department	Fundraising
Reporting to	Head of Philanthropy & Strategic Partnerships
Responsible for	This post has no direct reports

Job summary

Special Events are an important part of Myeloma UK's fundraising portfolio, enabling us to engage current and prospective supporters, inspire their support, and raise vital income for the charity. The Special Events Manager is responsible for managing Myeloma UK's portfolio of high profile, high impact events from conception, planning, through to delivery.

Our events programme includes private dinners, receptions and large fundraising events. We work closely with senior stakeholders (including members of ELT, the CEO, our Chair and Trustees), volunteers and donors during event development and delivery.

The Special Events Manager is a key role within the Philanthropy Team and works closely with our major donor team and wider fundraising colleagues to steward and cultivate relationships.

1. Key deliverables

- Lead on the strategy and concept design for new fundraising events, ensuring events achieve set objectives
- Project manage the planning and delivery of all Myeloma UK's fundraising special events
- Lead on relationships with external suppliers including venues, caterers, AV suppliers, photographers etc.
- Work with the Head of Philanthropy & Strategic Partnerships and Director of Fundraising to manage relationships with senior volunteers and supporters
- Manage and monitor expenditure for the events, as agreed with the Head of Philanthropy and Strategic Partnerships, ensuring value for money and adherence to budget

- Organise and manage the relevant meetings relating to the events, including setting agendas, writing minutes and following up on agreed actions
- Work collaboratively with colleagues across all areas of the Fundraising Team, to manage donor relationships and ensure successful stewardship of supporters
- Work collaboratively with the Communications, Finance, Data and other teams, as needed to develop communication collateral, ensure smooth financial processing and quality data management
- Work collaboratively with colleagues across Myeloma UK teams to plan and develop content and deliver co-hosted events
- Ensure the smooth running of the events in line with health and safety guidelines
- Prepare detailed event briefings, and evaluate the success and impact of the events

2. General duties

Continuous improvement, developing new skills, adhering to organisational quality standards and values, and teamwork underpin all roles at Myeloma UK

- Adopt the Myeloma UK principles of quality management and the Myeloma UK values
- Be attentive to and implement organisation style and brand guidelines
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills
- Act as a source of information and support to colleagues throughout the organisation
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role
- As our work is UK wide the post holder is required to travel throughout the UK and sometimes work outside normal business hours, therefore the post holder must be willing to travel
- Any other duties appropriate to the post

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

Person Specification

Area	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Events Management qualification
Experience	<ul style="list-style-type: none"> Proven experience of running a wide range of high-quality events from conception to completion Demonstrable experience of delivering events within strict budgets and timescales Management of senior volunteers and stakeholders Proven experience dealing with varied event suppliers including catering, venues, AV technicians, etc 	<ul style="list-style-type: none"> Experience of using Raiser's Edge database Experience of working on charity fundraising events
Knowledge/ Skills	<ul style="list-style-type: none"> A thorough understanding of every stage of the events planning and delivery process Demonstrable problem-solving ability and skills Budget management Able to work in fast-paced, deadline driven environment Ability to build constructive and collaborative relationships with all levels of internal and external stakeholders High level of interpersonal and communication skills Excellent attention to detail High level of organisational and planning skills 	
Personal	<ul style="list-style-type: none"> An ability to think strategically and take the initiative A positive can-do approach to work Constant desire for improvement and a commitment and desire to make a difference to the lives of myeloma/cancer patients Dedicated team player 	

Area	Essential	Desirable
	<ul style="list-style-type: none"> • Calm in a crisis and ability to work under pressure • An ability and willingness to work out of the office as required and at evenings/weekends across the UK 	

Terms and Conditions

Post	Special Events Manager (fixed term 12 months, full-time)
Salary	£38,908 - £41,676
Probation period	Three months
Hours of work	<p>The standard working week comprises 35 hours, Monday to Friday. Myeloma UK operates a flexitime scheme and details will be provided by the Head of HR and Operations.</p> <p>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.</p> <p>This post will be required to work out of office hours and across the UK in accordance with the schedule of activity. Time off in lieu is offered for weekend and evening work in accordance with the organisation policy.</p>
Holidays	Holiday entitlement is 30 days per calendar year, plus 6 public holidays.
Pension scheme	Myeloma UK complies with its auto-enrolment obligations and, subject to matched employee contributions, offers a 7% pension contribution to all staff.
Premises	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG