

Job Description and Personal Specification

Role :	Events Manager (new position)
Reports to :	Country Director
Salary :	£28,000 to £32,000 per annum pro rata, depending on skills and experience
Contract :	Fixed term 10 month contract (with the possibility to be extended)
Hours :	3 to 4 days a week. Some evening or weekend work may be required.
Location :	The Hunger Project office, Chiswick Business Park, London W4 5YF

The Role:

The Hunger Project is looking for an Events Manager to join its small team to lead our events and play a pivotal role in scaling-up our activities in the UK. The main responsibility will be the planning, management and organisation of our events and the management of our challenges.

The Hunger Project works to break the cycle of poverty. We believe hungry people themselves are the key to ending hunger. In partnership, we unleash their vision, commitment and leadership so they can feed themselves and their families. Our programmes in Africa, South Asia and Latin America are based on a holistic and innovative approach, empowering women and men living in rural villages to become the agents of their own development and rise above the poverty line. Unlocking the creativity, leadership, entrepreneurialism and productivity of the poorest of the poor is what we do. We believe that women and girls are the key to ending world hunger. When given a voice, women become powerful and important change-agents in raising their families and their villages out of poverty. Our goal is to end hunger and poverty by 2030. We know that it would take much more than 'business as usual' to end hunger in our lifetime and we have an ambitious strategy to grow our fundraising income and community of investors and campaigners in the UK.

Events are a key part of our fundraising activities, leveraging income to contribute to our programmes. The post holder will hold budgetary responsibility for an income of £75,000 and will oversee all expenditure for a series of events using their negotiation skills to ensure an excellent return on investment for each event.

We are seeking a committed and enthusiastic event manager to join our small team. You will have a passion and talent for events, excellent project management skills and be pro-active and result driven. You will most likely have experience of events within the charity sector and are looking for an opportunity to take up ownership of your own events and projects- although we also welcome candidates with clearly transferrable skills and experience.

The role is ideal for a self-starter eager to be part of a dynamic vibrant organisation committed to sustainable solutions to ending hunger. The post will be based in The Hunger Project-UK 's London office and candidates must therefore demonstrate their right to work in the UK.

Key responsibilities will include:

- Planning, managing and delivering THP-UK events
- Event logistics
- Managing food and sport challenges, recruiting and nurturing relationships with participants
- Managing third party events
- Working with high level supporters, celebrities and committees to develop events income
- Sourcing, thanking and logging gifts-in-kind as required, including auction lots and raffle prizes
- Identifying, appointing and managing external agencies/companies (e.g. caterers, production companies)
- Recruiting and managing volunteers
- Developing a marketing plan to ensure the events are marketed to enable ticket sales and collaborate with the Communications Manager to produce all materials, PR and Social Media campaigns
- Writing and producing comprehensive briefings for external, high profile speakers, senior staff

- and members of the charity
- Supporting the Country Director to develop sponsorship proposals, identifying potential sponsors and attending meetings
- Evaluating and reporting on the success of each event.

Skills and experience required for the role:*ESSENTIAL*

- Result-driven and track record of working to financial targets
- Excellent organisational, interpersonal and communication skills
- Excellent problem-solving skills with a proactive approach and mind-set
- Ability to manage an evolving workload of multiple events
- Ability to hit the ground running and pick up multiple projects quickly
- Ability to work effectively in a small dynamic team
- Be a good team player and enthusiastic about working flexibly as part of a small team.
- Pro-active and dynamic with a high degree of motivation and initiative
- Ability to react quickly and flexibly in order to adapt to change or capitalise on new opportunities
- Creative, tenacious, approachable, entrepreneurial
- Be well organised with excellent time management and prioritisation skills with outstanding attention to detail
- Be proficient in Microsoft Office and the use of databases
- Willingness to carry out duties and attend events out of hours including evenings and weekends
- You will have an interest in development issues and be passionate about ending hunger and poverty

DESIRABLE

- Experience in working on special fundraising events in the charity sector
- Experience in corporate partnership
- Experience in managing fundraising committee
- Experience in High Value Donors and celebrity management
- Experience in PR
- Experience in working with volunteers.
- Understanding and awareness of laws and regulations impacting fundraising.

To apply: Please send your CV and cover letter of no more than two sides of A4, outlining why your skills and experience fit this role, to sophie.noonan@thp.org. Please put "Events Fundraising Manager" in the subject line of your email. Applications must be received by 25th February 2019.

Unfortunately, due to the number of applications we receive we are only able to contact shortlisted applicants. Thank you for your understanding.