

# Job description



**JOB TITLE: Senior Special Events Manager**

**REPORTS TO: Deputy Director of Fundraising and Communications**

**RESPONSIBLE FOR: Philanthropy Manager**

## **PURPOSE OF ROLE:**

To lead and develop Special Events and Philanthropy, creating sustainable, agile, innovative and collaborative income streams.

## **KEY RESPONSIBILITIES:**

### **Management and team**

- Lead and line manage the philanthropy and special events teams
- Manage line reports effectively with development, wellbeing, timely 1:1s, appraisals, reviews and annual appraisals
- Working with the Deputy Director of Fundraising and Communications, support with the strategic direction of the philanthropy and special events teams
- Support the Deputy Director of Fundraising and Communications with the income and expenditure budgets, reforecasts and tracking
- Work with the Deputy Director of Fundraising and Communications with KPIs, reports, team and individual objectives to drive the teams forward

### **Special Events**

- Lead a calendar of innovative, interesting and unique special events, identifying key stakeholders and audiences
- Create a special events strategy with the support of the Deputy Director of Fundraising and Communications
- Lead on the implementation and running of special events
- Look up and out, keeping an eye on sector trends, challenges and opportunities
- Support the Senior Philanthropy Fundraiser with the organisation and logistics of events where needed
- Support the team with sponsorship proposals, making asks where needed
- Engage with the wider fundraising team for sponsorship opportunities
- Work with the Philanthropy Manager and wider team to identify individuals to develop committees/committee style support for events

### **Philanthropy**

- Support the Philanthropy Manager with writing a philanthropy strategy
- Support the Philanthropy Manager with the stewardship and development of the philanthropy portfolio
- Support the planned growth in income of philanthropy with innovation, networking and new business
- Collaborate with the Senior Corporate and Senior Trusts and Foundations Managers to ensure all opportunities are maximised with excellent stakeholder journeys

## **GENERAL RESPONSIBILITIES**

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- Work with team managers to embed the team values, ensuring we develop a supportive and collaborative team
- To undertake any reasonable duties as requested by Deputy Director of Fundraising and Communications
- Maintain confidentiality in all areas of work at Demelza
- Ensure that your conduct within and outside Demelza does not conflict with professional expectations
- Actively support and promote Demelza and all its policies
- Ensure an awareness and observation of Fire and Health and Safety Regulations
- Ensure the respect, dignity and rights to privacy of children and families as far as possible
- Work with the wider fundraising and marketing & communications teams on integrated campaigns and wider organisational fundraising strategic objectives.

## **PERSON SPECIFICATION**

- Demonstrable experience in a special events management role
- Fundraising experience
- Strong relationship management skills
- Outstanding verbal and written communication skills
- High level of attention to detail
- Excellent organisational and project management skills, with the ability to prioritise effectively and delegate accordingly
- Experience of writing, forecasting and managing income and expenditure budgets
- Experience of working with senior managers, trustees and vice presidents
- Proficient with Microsoft Office, Teams and Outlook
- A working knowledge of the special events landscape including challenges and opportunities within the sector
- Up to date knowledge of Code of Practice and GDPR
- Demonstrate close alignment to all Demelza values
- A mature and discreet approach to the sensitive nature of the charity's work
- Available to work flexibly when required, evenings and weekends
- Ability to work on own initiative and resolve problems
- Must be able to attend all sites within the business as required
- Full driving licence and access to own vehicle for business use – or access to reliable transport arrangement

## **OUR VALUES & BEHAVIOURS**

Employees are required to demonstrate and actively align to our organisational values and behaviours at all time.

### **Fiercely committed to quality**

The families and children we help, and our supporters, deserve nothing but excellence. Each one of use has a vital role to play in providing unique care and support and we always strive to deliver a brilliant service. By working and improving together, we can give even more families a chance to enjoy time as a family, for as long as they have.

### **Passion, performance and pride**

We admit it. We love what we do. We feel privileged to support the families who trust us to care for those they love. And we couldn't be prouder to be part of #TeamDemelza, it's the most rewarding job in the world. We believe in passion, performance and pride – it's

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how  
we get the best from each other and deliver exceptional care and support.

## **Human is our nature**

Because we see the person and not the condition, we give each baby, child and family member a service that fits them as an individual. We're all human, and through empathy and understanding, we can provide essential care as unique as the person it's designed for. Our different roles, skills and experiences make us stronger. We value and respect everyone who is part of our story, from the families we help, to the supporters and volunteers who keep us going, to each member of staff.

## **Always honest, always authentic**

We are clear, open and honest with everyone, because we value everyone. It's good to challenge each other, as long as it's constructive – we always look for a positive solution that moves us all forward. We exist to give the best care and support to children and their families and that matters more than anything else.

## **Innovate, develop and improve**

Each member of #TeamDemelza is driven to do better. Through evidence, insight and experience, we're constantly developing and improving to give children and families better care and support. Standing still doesn't get us anywhere. We always look for ways to transform change into opportunity and growth.

*The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.*

*Demelza is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

*All employees will demonstrate commitment to and actively promote Demelza's commitment to value and respect diversity and inclusion in all aspects of their duties and working relationships.*

*Employees are required to attend mandatory training as required by their role. Employees are expected to make reasonable efforts to attend and engage in development training as part of their role within Demelza. Training may be delivered through a variety of on-site and off-site methods.*

*All employees are required to participate in staff performance reviews and supervision and to make all reasonable efforts to attend training and staff development as identified and agreed.*

*Employees must take the initiative to actively seek out training updates required for their role and for mandatory training, within training expiry time frames. Employees can find their current training records on the HR Database.*

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**demelza**