

Events Assistant Job Description

Job Title: Events Assistant

Accountable to: Head of Events, Community and Corporate

Location:	Office working at Treloar's
Salary:	£21,979.41
Duration:	
Hours	36.5

Job purpose: The Events Assistant will support the marketing and delivery of Treloar's fundraising events. This role will offer outstanding customer care to our supporters, making use of email, telephone, social media and face to face communication at events. The post holder will be responsible for carrying out administrative tasks on behalf of the team, supporting the marketing of events, maintaining supporter information and various data processes.

Key responsibilities:

To work with the Head of Events, Community and Corporate to achieve the following:

Events	<ul style="list-style-type: none"> ▪ To work with the Head of Events, Community and Corporate and Events and Community Fundraiser towards meeting the annual Special Events and Active Events income targets. ▪ To help support with the planning and delivery of a range of fundraising events throughout the year. ▪ To support with the creation of various marketing materials to help sell tickets for events, including, flyers, newsletters, email communications, social media content plans, updates to events page on website and various other pieces of digital marketing. ▪ To support with capturing content and stories at events, including photographs, quotes from attendees and videos. ▪ Ensure all marketing materials follow Treloar's brand guidelines and adhere to our vision, mission and values. ▪ To assist with daily administrative processes for the Events team including, reporting, data checking and entry, database imports and exports. ▪ To support with sourcing auction prizes for various events, including The Treloar's Gala Dinner and The Lady Mayoress's Bottomless Brunch. ▪ To accurately manage supporter data and information relevant to events. ▪ To support the implementation and delivery of events stewardship journeys to ensure donors are looked after. ▪ To provide excellent customer care and support for all event participants using a mix of communication channels. ▪ To work with and maintain good relationships with internal and external stakeholders. ▪ To be responsible for meeting yearly objectives, as agreed with your line manager. ▪ To ensure that activities are undertaken within agreed expenditure limits, with all events and activities adhering to a 2:1 income ratio target. ▪ To support with ad-hoc marketing tasks as and when required, as agreed by your line manager.
General responsibilities	<ul style="list-style-type: none"> ▪ To ensure that all activities are undertaken in accordance with Treloar's Equal Opportunities Policy. ▪ If required, to represent Treloar's on relevant bodies and organisations.

	<ul style="list-style-type: none">▪ To build positive relationships with other members of the fundraising team to eliminate duplication to ensure effective communication and team working.▪ Together, with all other team members, to contribute to the overall strategic development of the department.▪ To attend and contribute to departmental meetings and other relevant gatherings and committees.▪ From time to time to undertake duties outside of the main area of responsibility in support of peak workloads, special events and other activities undertaken in support of the greater fundraising team.▪ To support the Trust in safeguarding and protecting the welfare of all students.▪ To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.▪ To maintain and develop your own professional knowledge and awareness.▪ To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.▪ A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.▪ This job description will be reviewed and amended in the light of changing professional demands.
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PERSON SPECIFICATION – Events Assistant

ESSENTIAL	DESIRABLE
Education <ul style="list-style-type: none"> • Good level of education including Maths and English GCSE A-C or equivalent 	
Knowledge and Experience <ul style="list-style-type: none"> • Knowledge of MS Office • Experience of customer care • Administrative experience 	
Skills <ul style="list-style-type: none"> • Ability to build and maintain relationships • Excellent interpersonal skills • Ability to maintain records accurately • Strong organisational skills • Good telephone manner • Clear and concise writing style • Ability to plan and prioritise a complex and varied workload 	
Special Aptitudes <ul style="list-style-type: none"> • Ability to deal with people at all levels • Articulate and well-informed • Goal-orientated and highly motivated • Diplomatic and sensitive • Ability to work with colleagues in many different disciplines • Strong belief in the work of Treloar's 	
Disposition/Behaviours <ul style="list-style-type: none"> • Mature approach • Approachable team player • Dependability • Self-reliance • Attention to detail • Confidence 	
Special Circumstances <ul style="list-style-type: none"> • Readiness to work unsociable hours as the job demands. • Willingness to travel as the need dictates and work during School/College holidays • Driving licence 	
Physical Make-up <ul style="list-style-type: none"> • Personable and presentable – able to physically cope with a role of this nature • Act as an effective ambassador for Treloar's 	
<p>TRELOAR TRUST IS COMMITTED <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a DBS Check along with other relevant employment checks</p>	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY.

If you have not heard from us within 3 weeks of the closing date please assume you have not been successful. Thank you for your interest.