

Senior Special Events Officer

Location: London Head Office

Hours: Full-time 35 hours per week (flexible working available), part-time applicants also considered (minimum 21 hours a week)

The Sick Children's Trust supports families with sick children giving them somewhere to stay moments away from their seriously ill child's hospital bedside. Our 'Homes from Home' are more than just a place to stay. Our house staff and the warm communal areas make sure that there's a friendly ear to listen when families need it.

As the Senior Special Events Officer, you will play a key role in our special events including our 40th Anniversary Awards, Christmas Carol Service and our new Ruby Gala dinner event to raise income and awareness of our charity.

This is a role which will truly add to your Special Events experience.

The role is varied and will include leading on the planning and delivery of some events within our special events portfolio, working closely with a range of suppliers, volunteers and celebrities, maintaining a CRM database, developing materials, sourcing prizes and producing project plans and budgets.

Our ideal candidate will already have some experience in project managing a portfolio of special events and wish to progress their career in special events fundraising. You have sufficient experience to work on tasks independently but are equally comfortable working as part of a team.

You understand what marketing and materials are required to support events. You have strong communication skills enabling you to tailor communications, both verbal and written to the target audience. Your excellent interpersonal skills have ensured that you have established and developed relationships with a range of stakeholders and you will have the ability to foster good relations with supporters and work colleagues.

If you're interested in this role, please submit your CV with a covering letter demonstrating how you meet the requirements set out in the job description and person specification to:

recruitment@sickchildrenstrust.org