

Senior Special Events Officer

Full-time (or part-time, minimum of 25 hours per week)

Location: London or Newcastle

Do you have a strong track record of delivering a varied portfolio of successful events? Are you looking to further your special events experience and help to build an engaging programme of events to attract and retain supporters? Are you an excellent relationship manager who enjoys working with a range of stakeholders?

The role

We are looking for a Senior Special Events Officer to join our team to help drive forwards our special events programme during an exciting period of growth. Our events include a flagship gala dinner, annual carol concert, Golf Day, Snowflake Ball and other bespoke engagement events and we are looking to expand the programme over the next 5 years. The Senior Special Events Officer will have the opportunity to shape the programme as it develops and will lead on their own portfolio of events, as well as supporting other initiatives.

This is a very varied role. You will be involved in project and relationship management, maintaining budgets, volunteer recruitment, celebrity liaison, database management, sourcing prizes and event marketing.

About you

You enjoy combining creativity and innovation with more practical responsibilities such as logistics and operations when delivering events. You're highly organised and able to work across a range of priorities and projects. You already have some fundraising special events experience, so you understand how to market events. You have strong communication skills enabling you to adapt your style according to your audience; experience of working with high-net-worth individuals or celebrities would be an advantage.

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

recruitment@sickchildrenstrust.org

Closing date 15 March