

**JOB DESCRIPTION**

**EVENTS OFFICER**

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| Number of Hours: | Full-time (36 hours per week) |
| Salary Scale: | £28,593 - £32,588 (SCP 14 - 19) |
| Accountability of post: | The post holder will be line managed by and accountable to the CEO of Circle for the performance of the tasks listed below |
| Main purpose: | * To maximise income with a focus on events, corporate and individual fundraising * To raise the profile of Circle with a focus on internal and external communications and social media content * To work in partnership with colleagues across Circle in the development of fundraising for projects and activities |
| Location of post: | Head Office, Edinburgh (Hybrid working an option) |

**MAIN TASKS & RESPONSIBILITIES:**

**Fundraising**

1. Play a key role in the development and implementation of Circle’s community fundraising activities and events, to significantly increase our income
2. Lead Circle’s work in engaging with different communities, including supporters, community groups and businesses, and encourage their support for Circle’s work to raise income
3. Implement Circle’s individual giving programme to include the recruitment, reactivation and retention of regular donors
4. To lead on sustaining and developing event, corporate and individual fundraising including our DARED running challenge, the Kiltwalk and other events where appropriate
5. Contribute to the development and upkeep of the fundraising database and maintain complete and accurate records relating to fundraising, marketing and communications activities, and report on their performance on a regular basis to the management team as required
6. To support the CEO and Circle Management Team to coordinate and develop the Income Generation Strategy and Action Plan
7. To support the CEO and Circle Management Team to develop and implement a Communications and Marketing Strategy
8. Any other fundraising duties as required
9. To attend supervision, team meetings, management meetings and staff development days as required
10. To work closely with the Circle CEO, Management Team and Fundraising Officer to assist with the development and implementation of Circle’s overall communication strategy
11. To work closely with the Circle CEO, Management Team and Fundraising Officer to raise awareness of the work Circle does, our approach and our values
12. To work closely with the Fundraising Officer to develop internal relationships with Circle staff and projects that enable formulation and dissemination of insightful, inspirational and motivational charity content and awareness of Circle’s work across all social media platforms such as Facebook, Instagram, LinkedIn and Twitter
13. To work closely with the Fundraising Officer to manage the busy external communications calendar and ensure we are delivering high quality and engaging content for the Circle website, quarterly newsletters and other external communications

*With consultation, amendments may be made to your job description from time to time in relation to our changing needs and your own ability.*

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**PERSON SPECIFICATION**

**EVENTS OFFICER**

**KNOWLEDGE & EXPERIENCE**

***Essential***

1. Experience of contributing to the management of successful community event activities including successful stewardship of event fundraisers and volunteers
2. Experience of contributing to successful corporate fundraising relationships and initiatives
3. Experience of contributing to successful funding proposals
4. Experience of fundraising databases
5. A good working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and various social media platforms

**SKILLS, ABILITIES & APTITUDES**

***Essential***

1. Excellent written, communications and organisational skills
2. Ability to effectively promote the work of Circle within and outside the organisation
3. Ability to manage a demanding workload and meet deadlines
4. Ability to develop good working relationships with colleagues and external stakeholders
5. Ability to manage and prioritise own workload

**ATTITUDES**

***Essential***

1. Commitment to the values of Circle
2. Commitment to anti-oppressive and discriminatory practice
3. Commitment to continuing professional learning and development