



Challengers

Recruitment pack

Events Officer



ABOUT US

Challengers is a charity dedicated to transforming the lives of disabled children, young people and their families through the power of play. We provide safe and inclusive spaces across the South East where disabled children aged 2-18 can come together to have fun, make friends and learn valuable life skills, while giving their families essential respite from care responsibilities.

Social isolation is an epidemic among the UK's disabled children and their families. While their non-disabled peers have access to clubs, hobbies and playdates, most disabled children have home, school and little else in between.

Challengers is a place where disabled young people can come together to have fun, make friends and try exciting new things in a safe and inclusive environment.

Challengers was established over 45 years ago to help address this inequality, but demands for our services continues to grow and is still as needed today.

We recently launched our new 5-year strategy, outlining our plans to grow our services and help 1000 families through delivery 100,000 hours of support by 2029.

We want to support more families who need us and raise awareness to build a more inclusive society. Are you ready to join us on this journey?

Our services

Pre-school

Inclusive Pre-school setting for disabled and non-disabled children aged 2-5

Play and Youth schemes

Opportunities for children aged 4-12 and young people 13-18 to play, have fun and make friends

555 Service

Alternative provision for disabled individuals aged 8-18 who are out of education

The Hub

Free holistic support and events for families of disabled children and the wider community





OUR IMPACT



Sadly, 59% of families using Challengers have experienced exclusion from other settings. But Challengers is different – we will never exclude a disabled young person from our services because of their complex needs or financial situation, and we make it possible for everyone to have fun and be included.

90% of parents agree that Challengers helps to reduce their child's loneliness



85% say Challengers helps to build a more inclusive community

"Being a parent carer of a disabled child can be exhausting, and Challengers gives us respite which is really important for our family."

I can relax knowing my son is safe to play and be around others, in a place where he will never be judged."

Selina, Challengers Mum





BENEFITS



In addition to joining our fun and friendly community, you'll have access to a range of great staff benefits

Flexible working hours and TOIL

Our usual working hours are from 9am to 5pm, but we are open to discussing flexible working patterns. On occasion where staff members are required to work outside of their usual working hours, we offer Time Off in Lieu. – TOIL

Hybrid working

Our roles allow for hybrid working, with 60% of time spent in the office. The remaining 40% can be spent working from home to support your work-life balance.

32 days of annual leave (pro rata)

Our staff get 32 days annual leave (including Bank Holidays) with extra for long service and after your first year of service you'll get your birthday off! Plus, our offices are closed for Christmas and New Year.

Pension

We offer a NEST pension with ethical savings and 3% employer contribution.

Advanced sick pay

We offer enhanced sick pay.

Sabbatical leave

We offer career breaks after 3 years of service, allowing you time to rest and recharge.

Complimentary tea and coffee

Our offices are always stocked with complimentary tea and coffee to keep you going!

Dedicated Wellbeing Champions

Our Wellbeing Champions are here to lend a listening ear, offering you a chance to talk openly about any concerns you might have.

Central locations

Our two office sites are located on Guildford's beautiful Stoke Park, and a stone's throw from Farnham town centre, allowing you to step away from your desk and enjoy local amenities on your lunch break.

We're proud to be:





JOB DESCRIPTION



Role: Mass Participation Events Officer

Salary: £24,000 – £28,500 FTE, (£14,400 – £17,100 pro rata)

Hours: 21 hours (part time)

Reports to: Community & Events Manager

Team: Fundraising

Location: Primarily based at our Guildford site (GUI 1TU) with flexible work options

About the role:

As Mass Participation Events Officer (Challenge Events Officer), you will play a key role in engaging supporters to take part in exciting fundraising Challenge Events, from the London Marathon to cycle events and adrenaline fuelled challenges like a sky-dive or abseil, raising vital funds for disabled children and young people. You will be responsible for recruiting participants, providing excellent supporter care throughout their fundraising journey, and ensuring long-term engagement with Challengers, while managing multiple projects to create a smooth, rewarding experience for all. Alongside supporting third-party events, you will leverage your skills in marketing, social media, and event planning to maximise participation and meet ambitious fundraising targets. Working closely with the Community & Events Manager, you'll help grow a high-potential area of fundraising, ensuring every event aligns with Challengers' values and mission.

Please note: this role is managing and supporting our Challenge Events program (an industry standard term for all walking/running/cycling/adrenaline challenges) and supporting individual supporters who would like to take part in these events. There will be some opportunity to organise our own Challenge Events however, the management of Challengers flagship fundraising events sits within a different role (see Team Structure on next page).

Duties & Responsibilities

Recruitment and Stewardship of Challenge Event Participants

- Recruit participants for a wide range of Challenge Events and provide excellent stewardship throughout their fundraising journey.
- Manage multiple events simultaneously, ensuring all participants receive timely, appropriate communication and support.
- Cultivate and maintain strong relationships with new, existing, and lapsed supporters, fostering long-term engagement with Challengers.
- Support fundraisers with their initiatives, monitor online fundraising, and maintain clear records of income and communication.
- Create on-brand promotional materials using design tools like Canva and manage communication with participants through email platforms.



JOB DESCRIPTION

Duties & Responsibilities

Event Management

- Plan and deliver Challengers' own Challenge Events, focusing on marketing, supporter recruitment, and event logistics.
- Manage pre-event stewardship, on-the-day event operations, and post-event reviews.
- Work with external event suppliers to ensure smooth event execution.
- Organise smaller events to recruit or celebrate Challenge Event participants.

Other

- Promote the Challengers brand, build community relationships, and represent the organisation through public communications.
- Work with the Community and Events Manager to implement and improve the Community and Events income strategy, maintaining accurate records of activities and funds raised.
- Collaborate with the fundraising team on events and supporter engagement, ensuring a seamless experience, including occasional evening and weekend work.

This is not an exhausted list-no job can be fully defined in one neat list. We will be looking for your flexibility to carry out other duties as may be responsibly required by your line manager to meet the changing needs of the department.

Team Structure:

Community & Events Manager

Responsibilities: Managing and supporting the team, developing the strategy and managing the budget for this income stream, organising all Challengers' flagship fundraising events.



Community & Volunteer Manager

Responsibilities: Managing all community fundraising projects, volunteer recruitment & management, organising smaller community style events.



Mass Participation Events Officer

Responsibilities: Managing our Challenge Events program. Recruiting and supporting participants for Mass Participation and Third Party events to achieve fundraising and engagement goals.



For this role, you will have:

Knowledge

- Knowledge of supporter journeys and effective supporter engagement.
- Awareness of trends, legislation, and best practices in fundraising, including Institute of Fundraising and Fundraising Regulator guidelines.
- Familiarity with the challenges faced by disabled children, young people, their families, and carers, including issues around social exclusion.

Experience

- Experience in a fundraising role, ideally within a Community & Events team.
- Proven success in delivering events and campaigns, particularly in the charity sector.
- Experience managing and working with volunteers.
- Experience of using database software and a willingness to learn new systems quickly.

Skills and abilities

- Excellent organisation and problem-solving skills, with a strong attention to detail.
- Strong interpersonal skills with the ability to engage a range of audiences, including donors, families, and staff.
- Proficient in using Microsoft Office (Word, Excel, Publisher, Outlook) and design software such as Canva.
- Flexibility to work outside conventional office hours, including evenings and weekends, when required.



Confidence can sometimes hold us back from applying for a job, but there is no such thing as the perfect candidate and Challengers is a place where **everyone** can grow. We follow equal opportunities so however you identify and whatever background you bring with you, please apply if this is a role that would make you excited to come into work every day.



LOCATIONS



We have offices in Guildford and Farnham – you'll work here if you're part of our office-based support functions.

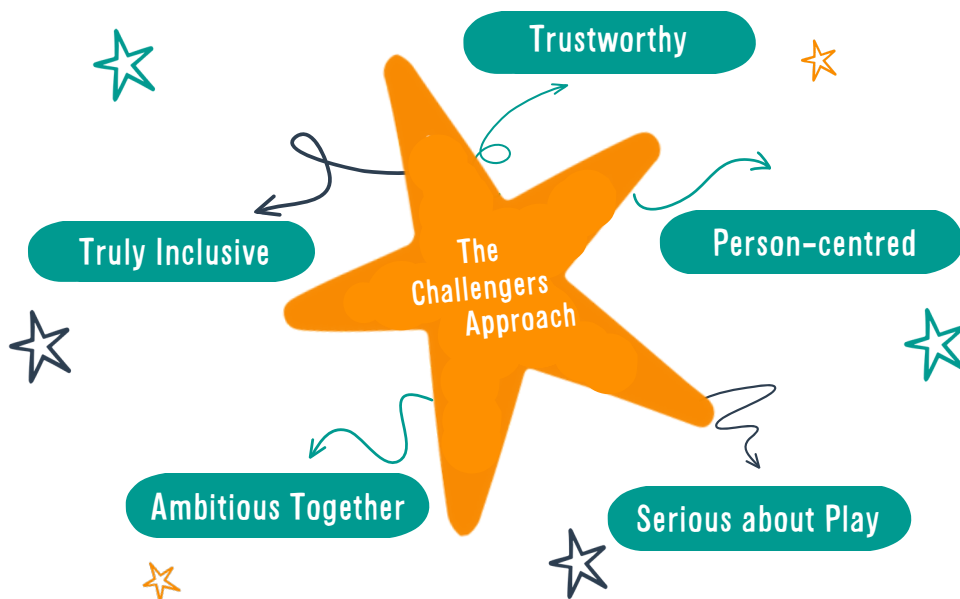
We operate our Pre-school, Play and Youth schemes, and alternative provisions in locations across the South East of England, so if you're working with children and young people you'll be based at one (or more) of these locations.

Where you'll find us



OUR APPROACH

Our approach is built on a foundation of our inclusive culture and five strong values which shape everything we do – how we look after, motivate and develop our employees. We call this the **Challengers Approach**.



Each year we celebrate our staff at our Summer party, with awards for individuals who have embodied the Challengers Approach.

Alongside our approach, we have 4 main aims as part of our 5-year strategy. These will guide the charity's strategic direction until 2029, when we celebrate Challengers' 50th birthday.



Enrich the wellbeing and confidence of disabled children and young people



Advocate for families and challenge barriers that exclude them



Connect families to reduce isolation and build a community of support



Generate as much net income as we can to **invest** in our vital services

TEAM ORANGE



We like to think of Challengers as a big family, where everyone is welcomed, accepted and celebrated for who they are.

Together we're part of Team Orange, and we're on a mission to change the world for the better!



"The children remind me of why I do what I do, and this helps me to keep focused on developing myself and my role further, as I see them doing the same everyday!"

Challengers Playworker



93% of staff agree that Challengers fosters an inclusive work environment



96% of our staff agree they are part of a supportive team





Sound good? Apply to join our team

To apply for this role, please fill out the recruitment form on our website and submit your CV.

We'll send you an email response confirming the submission of your application. If you don't get this, please contact us at:

recruitment@disability-challengers.org

Closing date: **Friday 4th July**

Interview date(s): **Rolling interviews**

Safer recruitment policy

Challengers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS Check and satisfactory references.



APPLY NOW