

JOB DESCRIPTION

Events Fundraiser

Salary	£22,995 – £25,750 FTE
Hours	35 hours (full time, part-time considered)
Reporting to	Community & Events Manager
Location:	Primarily based at our Guildford site (GU1 1TU) with flexible work options.

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.

Our Vision

A World where all children and young people can play together, freely

Our Mission

To Transform the lives of disabled children, young people and their families through the power of play.

Our Approach

- Truly Inclusive
- Serious about Play
- Person-centred
- Trustworthy
- Ambitious Together

Your Role

As Events Fundraiser (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.

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.

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.

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 Responsibilities

- 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

PERSON SPECIFICATION

Events Fundraiser

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 & 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.