

Job title:	Challenge Events Officer
Location:	Head Office, 61a Great Suffolk Street, London, SE1 0BU
Department:	Development
Team:	Events and Donor Relations
Reporting to:	Head of Events
Background:	The Events and Donor Relations team is part of a successful Fundraising and Marketing team that includes a Corporate Partnerships Team, a Trusts team, a Regional Fundraising team, Individual Giving and Digital Team.

Main purpose:

To provide effective support for the Head of Events to achieve agreed fundraising targets and objectives through the delivery of a series of high quality events. The main focus will be:

- ▶ Providing key and intensive support to the Head of Events, concerning the planning and implementation of all aspects of our challenge and running events portfolio
- ▶ Developing relationships with participants, individuals and organisations to maximise fundraising targets and ensure long term charity involvement.

Key areas of responsibility:

- ▶ Project managing a highly successful London Marathon event, recruiting and cultivating participants, organising logistics of the London Marathon Expo and managing marathon day on event day. Ensure that income targets are met and complete follow up and evaluation afterwards.
- ▶ Project managing MDUK's owned challenge event Pedal, Paddle, Peak, in the Lake District. Project management includes recruiting teams, organising logistics with our supplier in the Lake District and providing stewardship to fundraisers to hit budget income targets.
- ▶ Project managing the partnership with smaller third party challenge event involvement such (as the Big Half) recruiting participants, organising logistics and providing stewardship to fundraisers to hit budget income targets.
- ▶ To develop and maintain fundraising relationships with recruited challenge events participants and ensure they receive the best in donor care; offering advice, support and encouragement and monitoring their financial performance.

- ▶ To support Muscular Dystrophy UK's Town and Gown 10k run series with elements of on the day event delivery and logistics, including the Junior 3k Runs and event village.
- ▶ To ensure that up-to-date computerised and manual records for project managed events are kept
- ▶ To update and monitor webpages relevant to events in the Events team.
- ▶ To support on the day within the special events portfolio, including the Microscope Ball, Celebrity Sports Quiz, Q Trust Events and Clay Pigeon Shoots
- ▶ To work closely with the Regional Development team in the promotion and recruitment for events in our challenge events portfolio.
- ▶ To handle any other duties as defined by the Head of Events

Initiative:

- ▶ Initiative in maintaining good relationships with other staff within the charity to assist in joint working, strengthen communication, solve problems and to ensure that the charity's objectives are met.
- ▶ Initiative in maintaining a high level of sensitivity and tact when liaising directly with people affected by muscular dystrophy.

Values and Behaviours:

- ▶ Commitment to excellent customer service.
- ▶ Professional approach to all matters.
- ▶ Positive attitude and manners that reflect the charity's values.
- ▶ Contribute to the development of the charity and the fundraising team.
- ▶ Commitment to equal opportunities.



Education	
Educated to degree level or equivalent	Desirable
Experience	
Experience in events organising either in the voluntary or corporate / commercial / sports sector	Essential
Experience of using a charity database (preferably Raisers Edge)	Desirable
Experience of producing promotional materials/writing applications	Desirable
Experience of mass participation sporting events	Desirable
Recruiting and working with volunteers on events	Desirable
Skills	
Developed writing skills for correspondence with an external audience	Desirable
Attention to detail; high degree of accuracy	Desirable
Ability to prepare monthly work plans/reports which meet measurable targets	Desirable
Competence in using Microsoft Word and Excel	Desirable
Competence in using website content management systems	Desirable
Numeracy	Desirable
A clean drivers licence and confidence in driving hire vehicles	Desirable
A good understanding and use of social media applications	Desirable
Personal qualities	
Enthusiastic, highly motivated and a positive attitude	Essential
Creative – good lateral thinker	Essential
Tact, diplomacy and an ability to maintain confidentiality	Essential
Strong interpersonal skills	Essential
Ability to work cross-functionally	Essential
Positive and flexible attitude to work	Essential
Highly organised and efficient	Essential
An interest in running and running events	Desirable
Organisational skills - The ability to manage own time and tasks effectively. Taking an approach that is results orientated and systematic making you personally effective in managing own workload complying with set (ie. in-house policies, legislations, etc). Ability to prioritise multiple tasks and work flexibly to meet deadlines	Essential
Leadership - The ability to set instructions whilst empowering others to accomplish tasks. Demonstrates flexibility by adopting a management style to the given situation.	Essential
Ownership and accountability - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way to achieve.	Essential
Team work - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way to achieve.	Essential
Communication - The ability to represent Muscular Dystrophy UK effectively and professionally. Produces clear and effective communications appropriate to the audience, utilising the most appropriate channel and in keeping with brand guidelines. Deal effectively in person and by telephone with a wide range of people in a friendly but professional manner	Essential
Self-development - The ability to constantly challenge and improve self and others demonstrating ambition for self and charity to achieve goals.	Essential
4. Details	
Hours: 35 per week.	
Flexible approach to working hours and willingness to work outside normal office	
Time off in lieu will be provided.	