

Job Description

TITLE OF JOB:	Events Assistant
HOURS:	Standard week is 22.5 hours (Part time, 0.6 FTE)
SALARY:	£13,000 per annum
CONTRACT:	The contract is fixed term for three months
LOCATION:	The post is hybrid. Remote working with option to visit our new office at: Coldharbour Works, 245A Coldharbour Ln, London SW9 8RR
ACCOUNTABLE TO:	Community and Events Fundraising Manager
WORKING WITH:	Fundraising and Communications Team Office Manager/PA to CEO Accountant and Finance Team Foundation Trust Managers, Clinicians, and Staff Donors and Supporters of the Charity Suppliers

MAIN PURPOSE OF THE JOB

As a newly created addition to our small and successful fundraising team, the Events Assistant will work closely with the Community and Events Fundraising Manager to plan, develop, and deliver our key fundraising events including our Great Hospital Hike in September.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Providing administration and project management support to the Hike, ensuring venue, catering and logistics are delivered as planned.
2. Working with the Community and Events Fundraising Manager to recruit sign ups to the event and ensure participants have all the information they need.
3. Managing all correspondence into and from our events@ mailbox, ensuring participants and supporters are thanked and have their questions answered in a timely way.
4. Providing meeting support and administration, including taking minutes where needed and liaising with our external fundraising committee.
5. Send out event-related materials and communications to key stakeholders.
6. Proactively looking for opportunities and ideas to enhance our events.



Charity systems & compliance responsibilities

As an employee of Kings College Hospital Charity you have an obligation to observe the policies and standards of the Charity together with all relevant statutory and professional obligations, the significant ones of which are:-

- You have a general duty of care for the health safety and well-being of yourself, work colleagues' visitors and patients within the hospital site in addition to any specific risk management responsibilities associated with this post.
- You must maintain strict confidentiality of personal information relating to patients, donors, Trustees and staff and maintain the confidentiality and security of all charity data and records.
- You are responsible for complying with the Charity's policies and procedures

Other:

It is the nature of the work in a small charity team that tasks and responsibilities are diverse and varied. All staff are expected to work in a flexible way and on occasion to undertake tasks that may not be specifically covered in their job description. This job description is intended as a guide and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post-holder.

PERSON SPECIFICATION

	Essential "E" or Preferable "P"*
Academic qualifications:	
Maths and English at GCSE or equivalent Experience	E
Degree or equivalent	E
Skills:	
<ul style="list-style-type: none"> • A highly organised, meticulous and thorough approach to work 	E
<ul style="list-style-type: none"> • Ability to see projects through from start to finish managing time and tasks effectively 	E
<ul style="list-style-type: none"> • Ability to multi-task, managing a heavy workload and at times conflicting priorities as well as tracking progress on a wide range of tasks 	E
<ul style="list-style-type: none"> • Excellent interpersonal skills 	E
<ul style="list-style-type: none"> • Ability to work on own initiative with minimal supervision 	E
<ul style="list-style-type: none"> • Excellent typing skills with the ability to draft own correspondence 	E
<ul style="list-style-type: none"> • Ability to communicate effectively, both orally and in writing 	E
<ul style="list-style-type: none"> • A team building approach, coupled with discretion and supportive style 	E
Experience:	
<ul style="list-style-type: none"> • Experience of organising and providing administrative assistance in a fundraising environment. 	E
<ul style="list-style-type: none"> • Experience in using Microsoft Office packages, particularly Word, Excel, PowerPoint and Outlook 	E
<ul style="list-style-type: none"> • Experience of handling a wide range of enquiries and an excellent telephone manner 	E

* Assessed through the candidates' application form and any subsequent interview