Job Description and Person Specification

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| **Job title** | Challenge Events and Campaign Co-Ordinator |
| **Date reviewed** | February 2018 |
| **Purpose** | To deliver RedR’s challenge and community events programme, lead on WearRed campaign and build relationships with network of Corporate partners who act as our ambassadors |
| **Responsible to** | Corporate Relations Manager |
| **Responsible for** | Intern |
| **Working with** | Fundraising and communications team, and external contacts including RedR supporters and event participants across the world |
| **Location** | 250a Kennington Lane, London, SE11 5RD |
| **Post** | Full-time |
| **Period** | Permanent |
| **Grade** |  |
| **Salary** |  |
| **Other** | As defined in our standard contract terms |

# RedR and the work we do

Every year, hundreds of millions of people around the world are affected by natural disasters and conflict. RedR is an international disaster relief charitywhich saves lives by giving aid workers the vital skills they need to do their jobs to the highest possible standard. We train thousands of people each year in everything from providing emergency shelter to staying safe in the field, from project management after emergencies to essential water and sanitation skills and more. And we provide experienced, professional aid workers from our pool of 1,700 Members to support emergency response and longer-term humanitarian programmes worldwide.

# Job Description

The Challenge Events and Campaign Co-Ordinator will work as part of the fundraising and communications team at RedR. Their role is to deliver RedR’s open and bespoke programme of challenge events, manage the annual Wear Red for RedR fundraising campaign, and support the team on the delivery of corporate partnerships by engaging employees in challenge events.

**Main Duties and Responsabilities:**

* Be responsible for the planning/design and delivery of an agreed number of mass participation events (running, cycling, trekking and skydiving challenge events) including the recruitment, recording and support of participants throughout their fundraising journey, in order to maximise income
* Be responsible for event participants stewardship strategy to give a first class supporter experience with the aim to create a supporter for life and cultivate future support future support.
* Be main point of contact with Champions network, developing relationships and promoting engagement opportunities for Corporate partners
* Develop plans, from marketing, to supporter journeys, to retain current and engage new participants Organise RedR’s support for participants on the day of events such as the London Marathon and Royal Parks Half
* Develop the challenge events programme to include new events and bespoke challenges for corporate partners
* Working with the Corporate Fundraising Manager, to help secure corporate sponsorship for each event
* Deal with events logistics and requirements e.g. risk assessment, insurance compliance.
* Lead on WearRed campaign and work with the team to develop and deliver successful campaign and meet financial targets
* Develop and regularly update RedR’s fundraising materials including fundraising pack, sponsorship guides, website, social media, information leaflets and stock
* Contribute to the administration and stewardship of all RedR donors and work with the fundraising team to improve supporter care

**Other:**

* To work weekends and evenings where necessary for events or communicating with supporters in different time zones
* To work unusual hours at short notice in the event of an emergency appeal following a disaster
* To support the fundraising team with any other relevant and reasonable activities throughout the year

# Person Specification

This exciting new role would suit someone looking for a varied, challenging position in a London-based international NGO. The right candidate will be an excellent communicator, able to build relationships with individuals around the world. They will be super-organised and with great time-management skills, and be able to work to strict deadlines and budgets. Most of all, they will have a can-do attitude and enjoy working as part of a busy team to raise money for disaster relief.

**Essential**

* 3+ year office experience in fundraising/events/account management/ or a related role
* Demonstrable experience of building and developing relationships
* Excellent team working skills, strong initiative and problem-solving ability
* Experience of organising and/or participating in fundraising activities
* Demonstrable ability of meeting targets preferably withing fundraising team
* Experience in using multiple communication tools as well as social media channels to engage and recruite events participants
* Knowledge or experience of running a fundraising campaign
* Effective workload management skills and ability to use initiative to solve problems
* Excellent interpersonal and team skills
* Excellent written and verbal communication skills in English
* Computer literacy in MS Office

**Desirable**

* Experience of using the Salesforce database
* Experience of working on charity-corporate partnerships
* Experience using InDesign and Photoshop software (or a willingness to learn)
* Understanding of international humanitarian work