

## Candidate Pack – Fundraising Events Coordinator

### Introduction from David Loxton, Director of Fundraising & Marketing

Thank you for your interest in joining this special charity with our vital role and unique culture. This is a very exciting time for us as whilst we have a forty-year record of accomplishment, we are also at the start of our ambitious new five-year strategy; an ambition built on experience.

Every year in the UK, 1,000 people sustain a spinal cord injury. The damage can be partial or complete. It leads to loss of muscle movement, sensation and control of bodily functions below the level of the injury. It can happen at any time, through an accident at work, leisure or whilst travelling. It can be caused by specific diseases or as a consequence of treating other medical conditions. It is life changing, but not life ending. With rehabilitation and support, people can adapt to their condition and go on to live fulfilling lives.

The Spinal Injuries Association (SIA) is the expert voice and leading source of support and information for people with spinal cord injury and their families. From injury, through rehabilitation and beyond, we support people to lead fulfilled lives. Being a user-led organisation is important to us and we now have over 10,000 members.

**Our Vision** – a fulfilled life for everyone affected by spinal cord injury.

**Our Purpose** - is to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

The success of our fundraising function is crucial to delivering that purpose therefore the Fundraising Events Coordinator role is a vital position within the charity.

SIA has credibility and expertise on spinal cord injury, an extensive network of contacts across the health and social care sectors, and support from a valuable range of individuals and corporate partners. We have the potential and the ambition to build further support and expand the reach and effectiveness of our services.

SIA is renowned for our committed staff team and friendly environment. Our purpose-built headquarters is in Milton Keynes has good transport links for ease of commuting. Our staff commute from a wide geographic area including London, which is just 30 minutes away from Milton Keynes by train. Our office is a short walk from the train station.

If you would like to find out more about the charity and the role, then I would be happy to arrange a telephone call before you make your application. Please email me to arrange that if it would be helpful (no agencies please).

I hope that this role inspires you and I look forward to receiving your application and to meeting you.

**David Loxton**  
**Director of Fundraising & Marketing**  
[d.loxton@spinal.co.uk](mailto:d.loxton@spinal.co.uk)

---

## APPLICATION PROCESS

Applications must be made using the SIA Application Form supplied. Please send the completed form to:

[j.sims@spinal.co.uk](mailto:j.sims@spinal.co.uk)

or

HR & Volunteer Coordinator  
Spinal Injuries Association  
2 Truman Place  
Oldbrook  
Milton Keynes  
MK6 2HH

The deadline for completed applications is 5pm on 29<sup>th</sup> January 2018.

Interviews will be held in Milton Keynes on 7<sup>th</sup> February 2018.

## JOB DESCRIPTION

Job Element	Detail
<b>Job Title</b>	Fundraising Events Coordinator
<b>Reporting to</b>	Corporate Fundraising Manager
<b>Department/Location</b>	Fundraising & Marketing/Milton Keynes
<b>Main Purpose</b>	The Fundraising Events Coordinator is responsible for managing and delivering a portfolio of new and existing events in support of SIA, including black tie dinners, charity race days, drinks receptions and training days.
<b>Duties &amp; Responsibilities</b>	<p>Under the direction of the Corporate Fundraising Manager, develop a fundraising strategy for Events Fundraising that maximises unrestricted income to SIA from our diverse activity base.</p> <p>Develop relationships between SIA and individuals and companies attending SIA events to encourage repeat business and ongoing commitment, cross selling the benefits of our corporate membership and community and challenge event fundraising programmes.</p> <p>Research, develop and deliver an innovative and diverse event fundraising programme that attracts supporters to SIA, working in partnership with the charity's wider corporate fundraising team to maximise potential engagement.</p> <p>Manage the preparation and delivery of the corporate events including, but not limited to, venue hire and management, catering, entertainment, audio visual, sound and decoration.</p> <p>Co-ordinate and work with the organising committees who help underpin SIA's events portfolio, encouraging the committees to maximise the potential of their event through securing sponsorship and table sales as well as keeping them fully informed of progress at each stage through regular reporting.</p> <p>Maximise income from SIA events through sponsorship, auctions, raffles and ticket sales.</p> <p>Ensure that invoices are raised quickly and settled promptly, ensuring that all contributions, financial or otherwise, are appropriately acknowledged.</p> <p>In conjunction with the Communications &amp; Marketing team, be responsible for production of all PR, marketing and materials for event fundraising activity, including writing copy, sourcing images and working with design and print agencies.</p> <p>In liaison with the Communications &amp; Marketing team, research opportunities to market SIA events and regularly review the success of such marketing in order to develop an effective marketing strategy.</p> <p>Working with the Human Resources and Volunteer Coordinator,</p>

	<p>ensure that events are adequately staffed and that sufficient volunteers are recruited, preparing briefing notes for those involved and supervising activity.</p> <p>Prepare briefing notes for those representing the Association at events, including details about the occasion and the representative's role within it.</p> <p>Deliver events to an agreed income and expenditure budget.</p> <p>Manage the preparation and delivery of SIA's Healthcare Professional Training Days and Corporate Training Days, including venue booking, confirming catering requirements, collating delegate packs as well working as part of a team to source sponsorship and secure delegate bookings.</p> <p>Regularly evaluate the effectiveness of events in terms of their financial viability. Research and identify new event opportunities, assessing the viability of each, its' USP and fit with SIA's supporter base to ensure a viable return on investment.</p> <p>Maintain records of all events held within the Association's organisational database, including details of event committees, participants, sponsors, donors and monies raised etc.</p> <p>Ensure that all event fundraising activities are conducted in line with relevant current legislation and organisational policy.</p>
<b>Reporting &amp; Line Management</b>	<p>Report to the Corporate Fundraising Manager on all aspects of the post, engaging in line management supervision and annual performance appraisal when required.</p> <p>Supply relevant reports and statistics to the Corporate Fundraising Manager/Director of Fundraising &amp; Marketing as required.</p> <p>Attend appropriate internal and external meetings and events as required.</p> <p>Carry out effective and thorough planning, risk assessment and all necessary groundwork to ensure a successful event is achieved.</p> <p>Participate in the construction of budgets for specified cost centres, monitoring financial activity for same and providing variance reports for submission to Trustee meetings.</p> <p>Share information with colleagues within the Fundraising &amp; Marketing team to ensure a consistent and coordinated approach to all SIA supporters.</p> <p>Undertake relevant statutory and personal development training necessary to the achievement of agreed targets.</p> <p>Carry out all such other duties appropriate to the post as required by the Director of Fundraising &amp; Marketing and/or the Chief Executive Officer.</p>
<b>Salary, Hours &amp; Benefits</b>	<ul style="list-style-type: none"> <li>▪ Salary: £ 27,000 per annum.</li> <li>▪ Hours: 35 per week, Monday to Friday. Some work outside these hours will be required to deliver events. Time off in lieu will be given.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Annual Leave: 28 days per annum + Bank Holidays increasing by one day per completed year of service to a maximum of 30 days.</li> <li>▪ Access to Group Pension scheme (6% employer contribution) on successful completion of probationary period</li> <li>▪ Access to Group Life Assurance scheme on commencement of employment</li> </ul>
--	--

Person Specification	Details	
<b>Job Title:</b>	Fundraising Events Coordinator	
Knowledge & Experience	Essential	Desirable
Proven experience of developing, managing and delivering events	X	
Experience of developing and implementing successful supporter relationships	X	
Experience of managing and working with third party suppliers and fulfilment partners	X	
Proven track record in achieving financial and non-financial targets	X	
Understanding of Health & Safety requirements in respect of risk assessment	X	
Familiarity with MS Office and use of databases	X	
Experience of working with event committees		X
Experience of recruiting and/or managing volunteers		X
Awareness of charity legislation and codes of practice		X
Knowledge of fundraising codes of practice		X
Awareness of legal and financial aspects of lotteries, licensing laws etc		X
Skills		
Ability to work on own initiative and prioritise a busy workload	X	
Ability to analyse information and make objective decisions based on outcomes	X	
Strong negotiating and influencing skills	X	
Ability to develop and motivate individuals and/or groups	X	
Strong team worker, leadership and interpersonal skills	X	
Excellent planning and time management skills	X	
Strong verbal, written & presentation skills	X	
Ability to manage budgets and monitor activity against same	X	
General		
Evidence of good educational background	X	
Is able to work occasional evenings and weekends	X	
Has access to own vehicle and able to use the car for business purposes		X
Is ambitious, innovative, self-motivated and target driven	X	
Knowledge of the UK voluntary sector, preferably disability charities		X

# APPLICATION FOR EMPLOYMENT

Please write in block letters, using black ink, or type. Please complete all sections of this form carefully, following the instructions. The information you provide is the only material used in deciding if you should be interviewed. CVs are not accepted and will not be considered. Where necessary continue your answers on a separate sheet of paper.

**For which post are you applying?**  
**How did you learn of this vacancy?**

<b>Forename(s):</b>	<b>Last Name:</b>
<b>Address:</b>	
<b>Home No:</b>	<b>Work No:</b>
<b>Mobile No:</b>	<b>Email:</b>
<b>Name and address of present or most recent employer:</b>	
<b>Telephone no:</b>	
<b>Current post title:</b>	
<b>Brief description of duties:</b>	
<b>Current pay:</b>	
<b>Period of notice required by employer:</b>	

## REFERENCES

Please give names and address of two referees, one of whom should be your current or most recent employer.

<b>Employer</b>	<b>Employer/personal</b>
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone No.</b>	<b>Telephone No.</b>
<b>Email:</b>	<b>Email:</b>

Should referees be approached prior to interview?

Yes

No

## EDUCATION

General Education	Level	Grade

Further Education/Professional Qualification	Level	Grade



## EMPLOYMENT HISTORY

Name and address of employer (most recent first)	From	To	Position and Key Achievements	Reason for Leaving

## PERSONAL DEVELOPMENT

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable.

---

Are you to your knowledge, related to any employee of the Spinal Injuries Association? If so, please give details.

## SUPPORTING STATEMENT

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambitions, etc., which make you suitable for the post. In addition, state why you are interested in applying for this post and make particular reference to the Job Description and Person Specification. Use additional sheets if necessary.

---

### SIGNATURE

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Signature of applicant

Date

# ELIGIBILITY TO WORK IN THE UK

It is a legal requirement placed upon employers for **all new employees** to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. The legislation requires employers to verify that any person selected for employment is eligible to work in the United Kingdom. The Spinal Injuries Association is required to see and take a copy of appropriate documents **before** employment commences. To enable us to comply with this legislation, please complete this form and return with your application. You will be asked to provide evidence of your eligibility to work in the UK (as per the attached lists) should you be made an offer of employment. This document will form part of your Application for Employment and will be held and processed in accordance with the Data Protection Act 1998.

<b>Name:</b>	<b>Position Applied For:</b>	
<p>Nationals from European Economic Area (EAA) countries, and Switzerland, can enter and work in the UK without any restrictions. The following countries are part of the EEA:</p> <p>Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom</p>		
Are you a national of one of the above countries?	Yes/No	
If YES, which country?		
If NO, which country are you a national of?		
Do you require a work permit in order to work in the UK?	Yes/No	
If NO, state why not		
Do you currently have a work permit to work in the UK?	Yes/No	
If YES, please provide work permit reference number (if known) and expiry date		
Do you have a National Insurance Number? If YES, please provide it		
Signature:	Date:	

## Documents that are acceptable as evidence of eligibility to work in the UK

You will be asked to produce one or more of the following documents if offered employment.

**LIST A** documents that show that the holder is not subject to immigration control, or has no restrictions on their stay in the UK. If a prospective or existing employee produces a List A document

(or one of the combinations of documents specified), they are eligible to work in the UK for an indefinite period.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder, which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
12. A certificate of registration or naturalisation as a British citizen, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**List B** documents that demonstrate the person has been granted leave to enter or remain in the UK for a limited period. If an individual provides documents from List B, the Spinal Injuries Association is required to carry out specified document checks before the employment of the individual begins and then carry out follow up checks of the same kind at least once every 12 months.

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder that indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.

<p><b>3.</b> A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency <b>when produced in combination with</b> either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.</p>
<p><b>4.</b> A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old <b>when produced in combination with</b> evidence of verification by the Border and Immigration Agency Employer Checking Service.</p>
<p><b>5.</b> A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.</p>
<p><b>6.</b> An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, <b>when produced in combination with</b> evidence of verification by the Border and Immigration Agency Employer Checking Service.</p>
<p><b>7.</b> An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.</p>
<p><b>8.</b> A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.</p>

# EQUALITIES MONITORING INFORMATION

This section of the application form will be detached from your application form and will be used for monitoring purposes only.

The Spinal Injuries Association is fully committed to the promotion of equality and diversity within our organisation. We would be grateful if you would help us to review our process of Staff Recruitment by completing this questionnaire. Completion is voluntary, and the information provided in this section will be immediately separated from your application form and will not be used as part of the recruitment process.

Age			Gender	
<input type="checkbox"/> 18–35	<input type="checkbox"/> 36–50	<input type="checkbox"/> 51–65	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Over 65	<input type="checkbox"/> I do not wish to disclose this			

I would describe my ethnic origin as:		
<b>Asian or Asian British</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background  <b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<b>Mixed</b> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background  <b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<b>Other Ethnic Group</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this

Please choose the option that best describes your sexuality			
<input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Bisexual
<input type="checkbox"/> I do not wish to disclose this			

Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Sikhism <input type="checkbox"/> Hinduism <input type="checkbox"/> Judaism	<input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
--	--