

## SIA – For life after spinal injury

Dear Applicant

The Spinal Injuries Association (SIA) is the UK's leading charity supporting individuals who sustain damage to the spinal cord. We are a passionate organisation with a 40-year track record of developing to meet the changing needs of spinal cord injured people. Our charity strives to empower people to live a full and active life post-injury. We achieve this by supporting a person's physical, emotional and social needs through our life-long services.

Damaging your spinal cord is a life changing injury. The impact is monumental and affects every aspect of your life, as well as the lives of those closest to you.

The repercussions are not purely physical. In the early stages of rehabilitation many people feel isolated, unmotivated towards their rehabilitation, and are pessimistic about living with a disability. The future can seem a very bleak place and some of life's milestones, such as getting a job, having a family, or going on holiday, can seem unachievable.

Our **vision** is a fulfilled life for everyone affected by spinal cord injury.

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

Data estimates that 2,500 people are injured or diagnosed with a spinal cord injury every year, with the total size of the UK spinal cord injured population now believed to be 50,000. This means that approximately every four hours someone sustains a life changing injury. These estimates form a key part of our communications and marketing and add even greater urgency to our campaigning work and service provision; as more people are now identified as spinal cord injured, the need for specialist care and support is even greater.

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.

Based in our purpose-built headquarters in Milton Keynes (35-minute train journey from Euston), we offer free car parking and a warm welcome.

We look forward to receiving your application.

## APPLICATION PROCESS

Please complete all sections of the form below using black ink or type. The information you provide in your application will be the only material used in deciding whether or not you are shortlisted for interview, therefore please ensure you address all aspects of the person specification of the role you are applying for. CVs are not accepted and will not be considered. Where necessary continue your answers on a separate sheet of paper.

Please send the completed form to: [j.sims@spinal.co.uk](mailto:j.sims@spinal.co.uk) or by post to

Jen Sims HR and Volunteer Coordinator  
Spinal Injuries Association  
2 Truman Place  
Oldbrook  
Milton Keynes  
MK6 2HH

The deadline for applications is 5pm on Friday 20<sup>th</sup> September 2019

Interviews will be held in Milton Keynes on Monday 30<sup>th</sup> September

Please return your completed application form to [j.sims@spinal.co.uk](mailto:j.sims@spinal.co.uk) by the specified closing date.

## JOB DESCRIPTION & PERSON SPECIFICATION

Job Element	Detail
<b>Job Title</b>	Fundraising Events Coordinator
<b>Reporting to</b>	Community and Challenge Events Fundraising Manager
<b>Department/Location</b>	Fundraising /Milton Keynes
<p><b>Main Purpose</b></p> <p>The Fundraising Events Coordinator is responsible for managing and delivering a portfolio of new and existing special events in support of SIA, including black tie dinners, charity race days, golf days and networking events amongst others.</p>	
<p><b>Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Under the direction of the Community and Challenge Events Fundraising Manager, develop a fundraising strategy for Special Events Fundraising that maximises unrestricted income to SIA from our diverse activity base – delivering events to agreed income and expenditure budgets.</li> <li>• 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.</li> <li>• Research, develop and deliver an innovative and diverse Special Events Fundraising programme that attracts supporters to SIA, working in partnership with the charity’s wider fundraising team to maximise potential engagement.</li> <li>• Manage the preparation and delivery of SIA’s Special Events including, but not limited to, venue hire and management, catering, entertainment, audio visual, sound and decoration, acquisition of sponsorship and other fundraising activities.</li> <li>• 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 by securing support via their networks, raising awareness of SIA and our events to improve engagement, whilst keeping them informed of progress throughout with regular reporting.</li> <li>• Maximise income from SIA events through sponsorship, auctions, raffles and ticket sales, using a combination of third party suppliers, and independently sourcing prizes and gifts.</li> <li>• Ensure that invoices are raised quickly and settled promptly, ensuring that all contributions, financial or otherwise, are appropriately acknowledged.</li> <li>• 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.</li> <li>• 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.</li> <li>• Working with the Human Resources and Volunteer Coordinator, ensure that events are adequately staffed and that sufficient volunteers are recruited, preparing briefing notes for those involved and supervising activity.</li> <li>• Prepare briefing notes for those representing the Association at events, including details about the occasion and the representative’s role within it.</li> <li>• 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.</li> </ul>	

- Maintain records of all events held within the Association's organisational database, including details of event committees, participants, sponsors, donors and monies raised etc.
- Ensure that all event fundraising activities are conducted in line with relevant current legislation and organisational policy.

#### **Reporting & Line Management**

- Report to the Community and Challenge Event Fundraising Manager on all aspects of the post, engaging in line management supervision and annual performance appraisal when required.
- Supply relevant reports and statistics to the Community and Challenge Event Fundraising Manager to aid in budgeting and forecasting processes.
- Attend appropriate internal and external meetings and events as required.
- Carry out effective and thorough planning, risk assessment and all necessary groundwork to ensure a successful event is achieved.
- Participate in the construction of budgets for specified cost centres, monitoring financial activity for same and providing variance reports for submission to Trustee meetings.
- Share information with colleagues within the Fundraising & Marketing team to ensure a consistent and coordinated approach to all SIA supporters.
- Undertake relevant statutory and personal development training necessary to the achievement of agreed targets.
- Carry out all such other duties appropriate to the post as required by the Community and Challenge Events Fundraising Manager / Senior Management team.

#### **Salary, Hours & Benefits**

- Salary: £ 27,540 per annum.
- Hours: 37.5 per week, Monday to Friday. Some work outside these hours will be required to deliver events for which time off in lieu will be given.
- 25 days leave per annum plus usual Bank Holidays increasing to 28 days after 3 years and 30 days after 5 years.
- Access to Group Pension scheme (6% employer contribution)
- Access to Group Life Assurance scheme
- Free Car Parking

Person Specification	Details	
<b>Job Title:</b> Fundraising Events Coordinator		
Knowledge & Experience	Essential	Desirable
Proven experience of developing, managing and delivering a large-scale fundraising events portfolio	<b>X</b>	
Experience of developing and implementing successful supporter relationships	<b>X</b>	
Experience of managing and working with third party suppliers and fulfilment partners	<b>X</b>	
Proven track record in achieving financial and non-financial targets	<b>X</b>	
Understanding of HMRC guidelines relating to special events fundraising	<b>X</b>	
Understanding of Health & Safety requirements in respect of risk assessment	<b>X</b>	
Familiarity with MS Office and use of databases	<b>X</b>	
Experience of working with event committees	<b>X</b>	
Experience of recruiting and/or managing volunteers		<b>X</b>
Awareness of charity legislation and codes of practice		<b>X</b>
Knowledge of fundraising codes of practice		X
Awareness of legal and financial aspects of lotteries, licensing laws etc		<b>X</b>
Skills		
Ability to work on own initiative and prioritise a busy workload	<b>X</b>	
Ability to analyse information and make objective decisions based on outcomes	<b>X</b>	
Strong negotiating and influencing skills	<b>X</b>	
Ability to develop and motivate individuals and/or groups	<b>X</b>	
Strong team worker, leadership and interpersonal skills	<b>X</b>	
Excellent planning and time management skills	<b>X</b>	
Strong verbal, written & presentation skills	<b>X</b>	
Ability to manage budgets and monitor activity against same	<b>X</b>	
General		
Evidence of good educational background	<b>X</b>	

Is able to work occasional evenings and weekends	<b>X</b>	
Has access to own vehicle and able to use the car for business purposes	<b>X</b>	
Is ambitious, innovative, self-motivated and target driven	<b>X</b>	
Knowledge of the UK voluntary sector, preferably disability charities		<b>X</b>

## APPLICATION FOR EMPLOYMENT

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.

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

Should referees be approached prior to interview?	Yes		No	
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## EDUCATION

General Education Qualification	Level	Grade

Further Education/Professional Qualification	Level	Grade



## PERSONAL DEVELOPMENT

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

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Are you to your knowledge, related to any executive member or 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. Please also 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.*

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### 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

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016. 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 2018.

<b>Name:</b>	<b>Position applied for:</b>
<p>Nationals from European Economic Area (EEA) 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 which 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** - acceptable documents to establish a continuous statutory excuse. 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.

<p><b>1.</b> A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.</p>
<p><b>2.</b> A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland</p>
<p><b>3.</b> A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.</p>
<p><b>4.</b> A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.</p>
<p><b>5.</b> A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.</p>
<p><b>6.</b> A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.</p>
<p><b>7.</b> A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with 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 birth or adoption certificate issued in the UK, together with 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>9.</b> A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with 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>10.</b> A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.</p>

\*An official document can include for example a HM Revenue and Customs letter, Jobcentre Plus letter, P45, P60 or National Insurance number card but not a payslip

**List B** documents demonstrate that the person has been granted leave to enter or remain in the UK for a limited period of time. 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 relevant future points.

**Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.

\* An official document can include for example a HM Revenue and Customs letter, Jobcentre Plus letter, P45, P60 or National Insurance number card but not a payslip

**Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**

1. A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2006, to 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 together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

\*\*A positive verification notice is official correspondence from the Home Office employer checking service which confirms that a named person has permission to undertake the work in question

## EQUALITY & DIVERSITY MONITORING

**This section of the application form will be detached from your application form and 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 entirely voluntary and the information provided in this section will not be used as part of the recruitment process.

Age			
16-24		45-54	
25-34		55-64	
35-44		Over 65	
Prefer not to say			

Gender
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Female		Male		Prefer not to say	
Gender Identity (if appropriate)					
If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?					
Transsexual		Transgender		Intersex	

I would describe my ethnic origin as:					
Asian or Asian British		Black or Black British		Mixed	
Bangladeshi		African		White & Asian	
Indian		Caribbean		White & Black African	
Pakistani		Other Black background		White & Black Caribbean	
Other Asian background				Other mixed background	
White			Other Ethnic Group		
British		Scottish		Chinese	
English		Welsh		Any other ethnic group	
Irish		Other White background			
Prefer not to say					

Please choose the option that best describes your sexuality					
Gay Woman/Lesbian		Gay Man/Homosexual		Bisexual	
Straight/Heterosexual		Prefer not to say			

Please indicate your religion or belief					
Baha'i		Hindu		Muslim	
Buddhist		Jain		Sikh	
Christian		Jewish		Other	
Prefer not to say					

Do you consider yourself to have a disability under the Equality Act 2010? In the Act, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.					
Yes		No		Prefer not to say	