

SIA – For life after spinal injury

Dear Applicant

The Spinal Injuries Association is the leading national charity supporting individuals who sustain damage to the spinal cord, often resulting in paralysis. We are a passionate organisation providing high impact, quality services for spinal cord injured people and their families and have an exciting opportunity for an Events Coordinator to join our team. 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.

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 12,000 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.

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.

You'll be joining the charity at a pivotal time. Our passionate staff team are driving forward ambitious plans that will build on our success and achieve greater impact.

If you would like to find out more about the charity and the role, our Partnerships Manager Chris Massarella would be happy to have an informal chat with you before you make your application. Please email Jen Sims, People Services Manager for this to be arranged j.sims@spinal.co.uk

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

How to apply

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 return your completed application form to j.sims@spinal.co.uk by the specified closing date or by post to:

Jen Sims People Services Manager
Spinal Injuries Association
2 Truman Place
Oldbrook
Milton Keynes
MK6 2HH

The deadline for applications is 5pm on 21st October 2020

The date for interviews 8th and 9th November

JOB DESCRIPTION

Job Title	Events Coordinator
Reporting to	Partnerships Manager
Department/Location	Investments and Partnerships Team /Milton Keynes
Main Purpose	
<p>The Events Coordinator will be responsible for designing, developing and delivering a wide-ranging portfolio of events, including black tie dinners, charity race days, golf days and networking events amongst others. As a member of the Investments and Partnerships team, the Events Coordinator will play a lead role in building an events programme that is bigger, better and raises more money for SIA. They will also work collaboratively with members of the team to support other fundraising events (e.g. challenge, donor cultivation and stewardship events), as well as advise colleagues across the charity on event design, planning and delivery.</p>	
Duties & Responsibilities	
<ul style="list-style-type: none"> • With support from the Partnerships Manager, design, develop and deliver a programme of events that maximises income and raises awareness of SIA. • Research and assess new event opportunities, making proposals based on their suitability, viability and fit with team plans and priorities, as well as SIA's wider strategy. • Deliver a portfolio of fundraising events to agreed income and expenditure budgets. • Work with colleagues across the charity to create and refine event briefing documents. • Carry out detailed planning, including risk assessments, for all SIA's special events. • Work with fundraising colleagues to develop and disseminate event sponsorship opportunities and secure in-kind support (e.g. prizes for raffles and auctions). • Work with colleagues across SIA to gather and create compelling 'content' for fundraising events, e.g. for speeches, presentations, films and brochures. • Coordinate event logistics including, but not limited to, venue hire and management, catering, entertainment, transport, audio visual, sound and decoration. • Develop relationships with a range of suppliers to maximise the cost-effectiveness of SIA events. • Co-ordinate and support event committees, which underpin SIA's special events portfolio (e.g. arranging meetings, writing agendas and minutes, providing reports and updates). • Develop relationships between SIA and individuals attending SIA events to maximise their support, loyalty and continued engagement with SIA. • In collaboration with the Communications & Engagement team, develop and implement an effective marketing strategy for SIA events, coordinating the production of PR, marketing and printed materials. • Work with SIA's People Services Manager to ensure that events are adequately staffed and that sufficient volunteers are recruited, briefed and supervised. • With support from the Partnerships Manager, monitor and evaluate the success of SIA's fundraising events in line with agreed objectives, milestones, financial and non-financial targets. 	

- Work with the Finance team to ensure that event-related invoices are raised/paid promptly.
- Ensure that all contributions to SIA events, financial or otherwise, are appropriately acknowledged.
- Maintain records of all fundraising events held within SIA's database, including details of event committees, participants, sponsors, donors and money raised.
- Ensure that SIA's fundraising events are conducted in line with relevant current legislation, best practice and organisational policy.
- Share best practice and offer advice on event design, development and delivery, to support cross-department working and successful event delivery across the charity.

Reporting & Line Management

- Report to the Partnerships Manager on all aspects of the role, engaging in line management, supervision and annual performance appraisal.
- Provide relevant reports and financial data to the Partnerships Manager, as required.
- Contribute to SIA's budgeting and forecasting processes.
- Attend appropriate internal and external meetings and events as required.
- Take a collaborative approach and share information with colleagues within the Investments and Partnerships Team to ensure accurate and coordinated interactions with 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 Partnerships Manager and/or Head of Investments and Partnerships.

Salary, Hours & Benefits

- Salary: £27,500 per annum
- Hours: 37.5 per week
- Annual Leave: 25 days plus bank holidays increasing to 28 days after 3 completed years of service and to 30 days after 5 completed years of service.
- Access to Group Pension scheme (6% employer contribution)
Access to Group Life Assurance scheme
- Free car parking

Person Specification	Details	
Job Title:	Events Coordinator	
Knowledge & Experience	Essential	Desirable
Proven, personal experience of taking a lead role in the design, development and delivery of a large-scale events portfolio	X	
Experience of delivering fundraising events		X
Experience of building and managing relationships with third party suppliers and external partners	X	
Proven track record in achieving financial and non-financial targets, through the delivery of events	X	
Knowledge of the required steps to take an event concept through to successful completion	X	
Understanding of Health & Safety requirements in respect of risk assessment for events	X	
Demonstrable experience of successfully managing a heavy and varied workload	X	
Proven experience of performing successfully under pressure, working to budget restrictions and tight deadlines	X	
Proven experience of working in a team, and with a wide range of different people within an organisation	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 fundraising codes of practice		X
Awareness of HMRC guidelines relating to events fundraising		X
Awareness of legal and financial aspects of lotteries, licensing laws, etc		X
Skills		
Ability to work on own initiative, as well as part of a team	X	
Ability to gather data, assess options and make evidence-based decisions	X	
Ability to remain calm under pressure	X	
Excellent organisation skills and ability to manage a heavy workload	X	
Excellent communication and interpersonal skills	X	
Strong verbal, written & presentation skills	X	
Strong negotiating and influencing skills	X	
Ability to develop and motivate individuals and/or groups	X	
Ability to manage budgets and monitor financial activity	X	
General		
Evidence of good educational background	X	

Ability to work occasional evenings and weekends	X	
Access to own vehicle and ability to use the car for business purposes		X
Ambitious, innovative, self-motivated and target driven	X	
Positive, collaborative, with a 'can do' attitude	X	
Knowledge of the UK voluntary sector, preferably disability charities		X

APPLICATION FOR EMPLOYMENT

For which post are you applying?

How did you learn of this vacancy?

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

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

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 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.

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.

Name:	Position applied for:
<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>1. 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>2. 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>3. 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>4. 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>5. 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>6. 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>7. 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>8. 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>9. 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>10. 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 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	

Gender			
Female		Male	
		Prefer not to say	

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	