

About Cynthia Spencer

Cynthia Spencer Hospice provides specialist palliative and end-of-life care for people living with life-limiting illnesses across West Northamptonshire, as well as vital support for their families. Cynthia Spencer Hospice Charity works alongside the Hospice to raise the additional funds needed to help sustain and develop these essential services. We are on an ambitious journey to grow our income, strengthen our relationships across the community and ensure specialist hospice care is available for everyone who needs it, now and in the future.

About the Role

We have an exciting opportunity for an Events Fundraiser to join our growing Income Generation & Communications team and support the delivery of fundraising events that make a real difference to local people and their families.

Reporting to the Community & Events Fundraiser Lead, you will play a key role in organising and delivering a range of fundraising and challenge events, helping to maximise income, recruit participants and provide excellent supporter experiences. You will combine strong event organisation and project management with a clear focus on fundraising, ensuring our events are delivered safely, professionally and cost-effectively while encouraging participants to develop a longer-term relationship with Cynthia Spencer Hospice.

You will work with volunteers, participants, suppliers and colleagues to ensure events are delivered successfully while building strong relationships with supporters and acting as an ambassador for Cynthia Spencer Hospice.

Duties and Key responsibilities

- Support the Community & Events Fundraiser Lead in delivering the Events Fundraising Strategy and contribute to annual income and activity planning.
- Coordinate and deliver an agreed portfolio within the annual fundraising events programme, working towards agreed income, participation and activity targets.
- Identify, research and recommend opportunities to develop and diversify the Hospice's fundraising and challenge event portfolio.
- Create and manage detailed project plans, event schedules, timelines and critical delivery milestones.
- Work with the Community & Events Fundraiser Lead to plan and deliver flagship fundraising events such as the Twilight Walk and Colour Run, taking operational responsibility for agreed events within the programme.
- Coordinate event logistics including venues, suppliers, contractors, equipment and other operational requirements, ensuring events are delivered on time and within agreed budgets.
- Develop and grow the Hospice challenge events programme, researching new opportunities and managing relationships with relevant third-party event providers.
- Recruit, engage and support event and challenge participants, providing fundraising advice, resources and encouragement to help maximise their fundraising.
- Develop strong participant stewardship and communications, ensuring supporters receive timely recognition and thanks and encouraging repeat participation and longer-term engagement.
- Identify opportunities to maximise event income and return on investment through participant fundraising, additional income opportunities and effective cost management.
- Recruit and coordinate volunteers required to support fundraising events, including rotas, briefings and appropriate event-day support.
- Work closely with the Marketing Team to promote events, support participant recruitment campaigns and develop effective event communications and content.
- Monitor event budgets, income and expenditure and regularly report performance against agreed income and participation targets.

Duties and Key responsibilities continued

- Complete post-event evaluations, using participant feedback, financial results and performance information to make recommendations for future events.
- Complete appropriate risk assessments and ensure licences, permissions, insurance and event documentation are in place.
- Ensure events comply with relevant legislation, health and safety requirements, the Code of Fundraising Practice and Hospice policies.
- Maintain accurate participant and supporter records on the fundraising CRM and ensure information is recorded in accordance with GDPR requirements.
- Work collaboratively across the Income Generation & Communications team and support wider fundraising activity where required.

About You

Experience & Knowledge

- Experience of successfully organising and delivering events or complex projects from initial planning through to delivery and evaluation.
- Experience of managing budgets and working towards financial or other measurable targets.
- Experience of coordinating suppliers, contractors, stakeholders or volunteers.
- Experience of managing multiple projects or events simultaneously.
- Fundraising event or challenge event experience would be advantageous.
- Experience of working within the charity or not-for-profit sector would be desirable.
- Knowledge of event health and safety, risk assessment and compliance requirements would be advantageous.
- Experience of using CRM/database systems would be desirable.

Skills & Attributes

- Strong project-management, organisational and planning skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities, deadlines and changing demands.
- Proactive, practical and solutions-focused, with the ability to remain calm under pressure.
- Commercially aware, with an understanding of the importance of income generation, cost control and return on investment.
- Able to build positive relationships with participants, volunteers, suppliers and colleagues.
- Strong attention to detail and a commitment to delivering high-quality supporter experiences.
- Good IT skills, including Microsoft Office and CRM/database systems.
- Willing and able to work flexibly, including evenings and weekends as required.
- Full UK driving licence and access to a vehicle.

General Responsibilities

The postholder will:

- Work within and promote the Charity's values, policies and procedures.
- Maintain confidentiality and comply with data protection requirements.
- Take responsibility for their own professional development.
- Attend relevant meetings, training and Charity activities.
- Work collaboratively with colleagues and contribute positively to the wider organisation.
- Undertake any other reasonable duties appropriate to the level and responsibilities of the post.

We are an equal opportunity employer and welcome applicants from all backgrounds who meet the requirements of the role. We celebrate diversity and are committed to creating an inclusive environment where everyone can thrive.

Please note we will review applications as they are received, and we may close the application process early at our discretion.