

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 help us deliver memorable fundraising events that bring our community together and make a real difference to local people and their families.

Reporting to the Community & Events Fundraiser Lead, you'll help plan and deliver a varied programme of fundraising and challenge events, from our flagship events such as the Twilight Walk and Colour Run to third-party challenge events. You'll combine great organisation and project management with a passion for people, helping us recruit participants, create brilliant supporter experiences and raise as much as possible from our events.

You don't need to have worked for a charity before. We're interested in people with strong events, project coordination or similar experience who are organised, confident working with people and excited by the opportunity to use their skills to raise vital funds for Cynthia Spencer Hospice.

You'll work closely with participants, volunteers, suppliers and colleagues across the Charity, building positive relationships and representing Cynthia Spencer Hospice within our local community.

Duties and Key responsibilities

- Coordinate and deliver an agreed portfolio of fundraising and challenge events, from initial planning through to successful delivery and evaluation, including flagship events such as the Twilight Walk and Colour Run.
- Create and manage event plans, schedules and timelines, coordinating venues, suppliers, contractors, equipment and other event logistics.
- Recruit, engage and support event and challenge participants, providing excellent communication, fundraising advice and encouragement to help them get the most from their experience.
- Build strong relationships with participants and supporters, ensuring they feel valued and encouraging them to stay involved with Cynthia Spencer Hospice beyond their event.
- Help develop and grow our events programme by researching new fundraising and challenge opportunities and contributing ideas to increase participation and income.
- Recruit and coordinate volunteers to support fundraising events, including event-day briefings and support.
- Work closely with the Marketing Team to promote events, recruit participants and develop engaging event communications and content.
- Monitor event budgets, income, expenditure and participant numbers, ensuring events are delivered cost-effectively and working towards agreed targets.
- Complete post-event evaluations, using feedback and performance information to identify improvements and opportunities for future events.
- Ensure events are delivered safely and professionally, completing appropriate risk assessments and ensuring relevant permissions, documentation and requirements are in place.
- Maintain accurate participant and supporter records on the fundraising CRM in accordance with GDPR requirements.
- Work collaboratively across the Income Generation & Communications team and support wider fundraising activity where required.

About You

We're looking for someone who loves making things happen. You'll be a brilliant organiser who enjoys working with people, can confidently manage lots of moving parts and takes pride in creating great experiences.

You don't need to come from a fundraising or charity background. If you have strong events or project coordination experience and are excited about using those skills to make a difference, we'd love to hear from you.

Experience & Knowledge

Essential

- Experience of successfully organising and delivering events, projects or activities from planning through to delivery.
- Experience of managing multiple projects, events or priorities at the same time.
- Experience of coordinating suppliers, contractors, stakeholders or volunteers.
- Experience of working with budgets, financial information or measurable targets.
- Experience of building positive relationships with a range of people.
- Good IT skills, including Microsoft Office or similar systems.

Desirable

- Experience of fundraising events or challenge events.
- Experience of working within the charity or not-for-profit sector.
- Knowledge of event health and safety, risk assessments and compliance requirements.
- Experience of using CRM or database systems.

Skills & Attributes

- Strong organisational, planning and project-management skills.
- Excellent communication and interpersonal skills, with the confidence to build relationships with a wide range of people.
- A proactive, practical and solutions-focused approach.
- Ability to manage multiple priorities, deadlines and changing demands.
- Ability to remain calm and make sensible decisions when plans change or challenges arise.
- An understanding of the importance of generating income, managing costs and delivering value for money.
- A creative approach and willingness to contribute ideas for developing our events programme.
- Strong attention to detail and a commitment to creating excellent experiences for our supporters.
- Enthusiastic, positive and comfortable working both independently and as part of a team.
- Willing and able to work flexibly, including evenings and weekends as required for events.
- 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.

Don't meet every desirable requirement?

Please don't let that stop you applying. We're interested in your skills, experience and potential. If you're a great organiser, enjoy working with people and are excited about creating events that make a difference, we'd love to hear from you.

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.