

## Job Description – Events Administrator

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**Reports to:** Events Fundraiser

**Responsible for:** Department volunteers when appropriate

**Location:** Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QY

**Job Purpose:**

The Events Administrator will offer administrative support in relation to fundraising. The post holder will be required to assist the Fundraising Team in all aspects of event planning, administration and organisation, including being present at relevant events.

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**Key Responsibilities:**

1. To provide an excellent event administrative service for the department; recording event data, preparing letters and other correspondence, and assisting with event planning. This includes creating and implementing effective ‘thank you’ strategies.
2. Implement systems to record all event data to use for event marketing and planning, including research activity to audit and inform future event decisions.
3. As required, support the Fundraising Team in the administration of community and major events, including Classic Cars, Girls Night Out, Hidden Gardens and Light up a Life.
4. To act as first point of contact for all third party fundraisers and to offer support where needed.
5. To be present at St Nicholas Hospice Care fundraising events, and to assist in all aspects of events organisation at these events.
6. Support and maximise all third party led fundraising initiatives.
7. Manage stock of events stationery and materials for the department, including sponsor forms, T Shirts, and running vests.
8. To plan and implement a successful administration process for Girls Night Out, including recording participant data effectively and sending out correspondence efficiently.
9. To maximise publicity on all fundraising activity within the local area, using internal departments and external media partners building brand visibility.

10. Help with any other activities deemed suitable

11. Assist in promoting St Nicholas Hospice Care - its services and need for support - to the local community.

### **Special features of the job**

The postholder will be required to work outside normal working hours at events when needed.

It is a requirement of the postholder to be present occasionally alone in charge or in assistance at out-of-hours functions. Such attendance to be agreed with the Events Manager or the Community Fundraising Manager who will allow time off in lieu to be taken as appropriate.

### **Personal development (all staff)**

- All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1's with Line Managers or senior colleagues, annual appraisal and development reviews.
- All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
- Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

### **Health and safety (all staff)**

- All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
- Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

### **General (all staff)**

- At the heart of our strategic vision, our "One Team" approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services. There is an expectation for everyone to support colleagues beyond their own team.
- Ensure that all within the team have a grasp of the Hospice's structure, values and purpose and have opportunities for involvement in its further development.
- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.

- Promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
- All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
- The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
- This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

## References:

Recruitment Policy  
Education and Training Policy  
Disciplinary Policy  
Health and Safety Policy

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Job Description dated: January 2015