

Addenbrooke's Charitable Trust (ACT)

JOB DESCRIPTION

Job Title:	Special Events Lead (Maternity Cover)
Hours:	37.5 hours per week
Term:	Fixed term (1 year)
Reports to:	Co-Director of Philanthropy
Location:	Cambridge Biomedical Campus/Home
Working Arrangements:	Hybrid with two days a week in the office for full-time staff
Salary:	£30,000 - £32,000 (depending on skills and experience)

A little bit about us

Addenbrooke's Charitable Trust (ACT) is the dedicated NHS charity for Cambridge University Hospitals. Cambridge University Hospitals is a family of hospitals comprising Addenbrooke's and The Rosie (maternity hospital). Our hospital delivers expert care for patients – locally, regionally and nationally and contributes to some of the most important biomedical research in the world today. Charitable donations fund high-tech equipment, new buildings, specialist staff, extra comforts and vital research to find potential cures and help save lives locally, nationally and worldwide.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are:

Supportive, Innovative, Ambitious and that we ACT with Integrity

Cambridge Children's Hospital and Cambridge Cancer Hospital

We are fundraising for two brand new hospitals, Cambridge Children's Hospital and Cambridge Cancer Research Hospital, due to start construction in 2025. These will both deliver unrivalled, exceptional care for patients and be underpinned by world-leading research from the brightest minds at Cambridge University.

This role is pivotal in helping us to secure interest and gifts for these two projects.

The role and your team

The Special Events Lead plays a vital role in the Philanthropy team, reporting to the Co-Director of Philanthropy.

The role manages ACT's special events from start to finish, raising visibility of the charity, building relationships with prospects and securing income for the Children's Hospital and the Cancer Hospital.

They will be responsible for project managing and professionally executing ACT's special events. Past events have included a fundraising gala for 500 guests at Trinity College, a private reception at a jewellery designer's studio and a behind the scenes tour of robotic surgery at Addenbrooke's.

Key responsibilities

- a) You will take lead responsibility for the operational management and delivery of a number of ACT Special Events, from dinners and receptions through to larger flagship events.
- b) Create a portfolio of events that will engage a variety of supporters and prospects.
- c) Develop a yearly events plan for prospects and donors with consideration of cross-team requirements.
- d) You will manage relationships with volunteer organisers of major special events; not organising the events themselves but being the key point of contact and providing support e.g. income management, marketing support via the comms team, Gift Aid and best practice advice.
- e) Create detailed event plans with specific objectives and actionable plans, manage event budgets astutely and review whether each event met its objectives.
- f) Maintain good relationships with committee chairs and committee members where events are being organised by volunteers.
- g) Take the lead at events; briefing and supervising event staff and volunteers, ensuring that each staff member has a sense of authority and ownership for the successful outcomes of his/her respective areas, as well as the department and organisation as a whole.
- h) Acknowledge, thank and maintain up to date, accurate records on ACT's CRM database.
- i) Review and ensure compliance with Fundraising Regulator guidance.

3 General corporate requirements

- a. To adhere at all times to ACT's policies and procedures as varied from time to time
- b. Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO
- c. To ensure the effective and efficient use of ACT's resources
- d. To ensure that all duties are carried out to the highest possible standard.
- e. To be aware of individual responsibilities under the Health and Safety at Work Act (1974).
- f. To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998).
- g. To work in line with the Institute of Fundraising Code of Practice and other relevant legislation and guidance
- h. To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives.
- i. To perform any other duties that may be required from time to time.
- j. To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- k. To undertake any other reasonable task as may be identified as necessary by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to hr@act4addenbrookes.org.uk

The closing date for applications is **12th July 2024**, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.

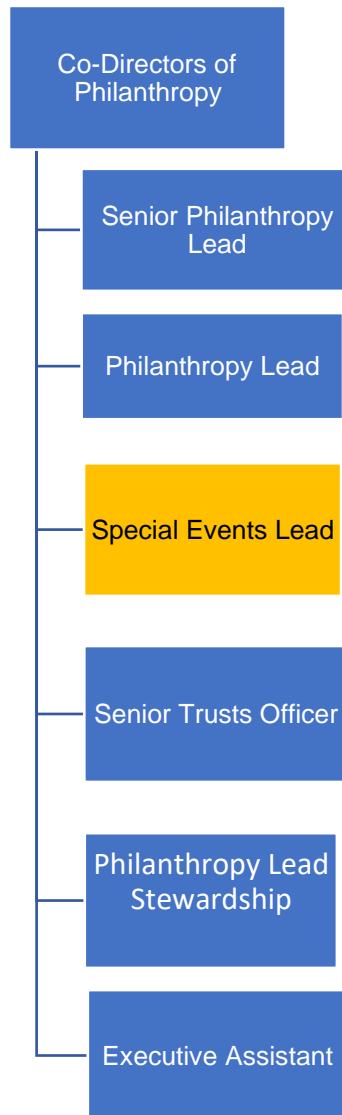


We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.

PERSON SPECIFICATION

<p>Essential</p>	<ul style="list-style-type: none"> • Educated to degree level or equivalent level of knowledge and experience. • Minimum 3 to 4 years successful event coordination experience. • Excellent attention to detail with words and numeracy. • Excellent organisational skills. • Ability to project plan, design and deliver briefings. • Excellent interpersonal skills, diplomatic and highly skilled in building relationships with different stakeholders internally, with partners and externally (both face to face and in writing). • Good level of competency in Word, Excel, Power Point and relational databases. • Excellent networker and creative relationship builder • Confident communicator. • Self motivated, independent, resilient and creative!
<p>Desirable – not essential</p>	<ul style="list-style-type: none"> • Experience in fundraising • Experience of working in healthcare • Experience of project managing multiple profitable events within a fundraising environment. • Experience of managing budgets and delivering events within budgets.

Philanthropy Team





ADDENBROOKE'S CHARITABLE TRUST CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Medicash
- Employee Assistance Programmes
 - Health Assured
 - WeCare
 - Medicash
- 25 days of Annual Leave + Bank Holidays – Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme