

Job Description

Job title:	Challenge Events Leader
Salary:	£26,000 - £32,000
Location:	Hammersmith Hospital, Imperial College London
Hours:	Full time, permanent contract
Reports to:	Chief Executive

Key relationships:

- a) Internal: Trustees, Marketing Team, Fundraising Team
- b) External: Event Participants, Corporate/individual sponsors, Tour Operators, Third-Party event organisers

Job Purpose

- To oversee and participate in our challenges while building relationships with our challenge participants.
- To expand our current list of challenges and to grow the number of participants on our current database.
- Organise events in prestigious venues celebrating the success of challenge events
- To find new pipelines of sponsorship for our challenges.

Principal duties and responsibilities

- Manage our current programme of challenges
- Build and maintain Challenge Participant relationships
- Maintain current sponsorship and create new pipelines
- Oversee external tour operators
- Maintain the fundraising database (Donorfy)
- Research and develop new events for the Challenge Event programme
- Report to the Board when required
- Lead on marketing strategy for Challenge Events, working closely with the Marketing Manager
- Manage budgets and create financial reports when required
- Liaise and work collaboratively with colleagues across the Organisation
- Contribute to the Development team

Person Specification

Experience

1. Experience of working in Challenge Events in a charity
2. Experience of developing a Challenge Events Programme
3. Experience of managing both income and expenditure budgets
4. Experience of successfully developing and maintaining participant relationships
5. Experience of maintaining databases
6. Experience of securing sponsorship for events
7. Experience of collaborating on communication and marketing activities to promote challenge events

Desirable experience

1. Experience of working in a medical research/health charity or a university
2. Have an interest in cycling/running/trekking
3. An understanding of the research our trust funds in order to help build relationships with our participants
4. Experience of working with trustees and giving presentations.

Knowledge and Skills

1. Must be able to communicate through all types of media and to different audiences
2. Excellent IT skills including MS Office Suite
3. Use of databases
4. Must be able to motivate and maintain relationships

Special Conditions

- You will be expected to attend and participate in our challenges, especially those that are created and overseen by the trust. This will mean spending time abroad for short periods of time several times a year. (10 days)