



in the
community
One Club, One Community, One Town

Job Advert

Events and Fundraising Executive

We are a growing sport-for-development charity based in Bolton that offers employees the opportunity to deliver life-changing work that makes an impact alongside colleagues who share a mutual passion for improving people's lives. We are looking for passionate and motivated staff who will help us to achieve our vision of 'A Connected Bolton Without Disadvantage'.

Our mission is to use the power of Bolton Wanderers Football Club to inspire, support and deliver positive change. Through intervention, prevention and targeted engagement we create sustainable pathways that transform lives. By working together we connect people, enabling communities to thrive and succeed.

We continue to be an innovative and forward-thinking charity that works in partnership with local, regional and national organisations to achieve the greatest outcomes for our beneficiaries.

We are advertising for an Events and Fundraising Executive.

The overall aim of the role is to plan and deliver fundraising events across the year in line with the Charity's fundraising and events plan and to generate income to support the work that Bolton Wanderers in the Community (BWitC) carries out across the Bolton community. This will include, but not limited to; developing an events calendar, developing relationships with existing and new supporters of fundraising events. This will be a front facing role and we are looking for a 'people person', who is able to build and develop strong relationships.

The pay range we are offering is £23,000 - £26,999 including OTE, on a 1-year fixed term contract. Subject to extension pending funding and achievement of KPIs.

The Location: Bolton Wanderers in the Community (BWitC) is based at the University of Bolton Stadium, the home of Bolton Wanderers Football Club. Situated in the heart of the North West we are commutable from Manchester, Preston and Liverpool with great transport links including strong public transport and motorway links. Middlebrook retail park is adjacent to the stadium which offers an abundance of options for lunch and leisure.

Why Should You Apply?

- Work for a forward thinking, progressive charity that makes a positive impact on people's lives.
- Great benefits including two Bolton Wanderers Season Tickets, Health and Pension Package, complimentary gym membership, opportunities for paid overtime, a commitment to CPD opportunities for staff and free staff parking onsite.
- We are committed to ensuring that staff have a strong work life balance. Staff have the ability to blend their approach to home and office working, with BWitC priding itself on its flexibility.

An application pack can be downloaded from our website. Please complete the application form, stating how you meet the person specification and email the return to Jonathan Mills by Monday 15th August 9am:

jmills@bwitc.org.uk

For an informal discussion on the role or for more information please call 01204 673790.



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Job Description

Responsible to: Health and Disability Manager

Responsible for: None

Budget Responsibilities: Fundraising budget

Main duties and responsibilities:

The overall aim of the role is to plan and deliver fundraising events across the year in line with the fundraising and events plan. Generating income to support the work that BWitC carries out across the Bolton community. This will involve:

- To plan, deliver and manage a number of fundraising events against the KPI's set out in line with the fundraising strategy and plan.
- To develop an events and fundraising calendar
- To build and develop strong relationships with fundraising individuals, groups businesses, providing any support and assistance required to them, therefore ensuring a positive fundraising experience and encouraging repeating engagement.
- To manage existing and develop new initiatives to increase the amount of individual donations and community fundraising events.
- To work with the Media and Communications Officer to effectively promote, publicise and in turn plan and deliver successful events.
- To develop engaging communications across all channels for supporter acquisition and stewardship.
- Work with the Senior Leadership Team to maintain existing and develop new corporate engagement.
- To keep accurate records of giving from businesses and individuals that support/take part in events and maintain relationships with each.
- Work in partnership with BWFC media and corporate team to ensure events are successfully delivered to maximum potential.
- To report to senior leadership about the impact of the fundraising activities
- To monitor the fundraising budget.
- To demonstrate a good understanding of financial performance and report on variances to budget.
- To continuously improve the output and the way BWitC communicates with all stakeholders.
- Adhere to all safeguarding policies and procedures.
- To be an ambassador of BWitC by supporting us in creating a connected Bolton without disadvantage offering excellent customer service at all times and upholding the professional image of BWFC and BWitC.
- To represent BWitC at relevant activities/events
- To perform other duties as required, which are considered relevant to the objectives of BWitC



Person Specification

ESSENTIAL CRITERIA

Qualifications:

- A degree or equivalent experience in events or fundraising or other appropriate area.
- A Levels, NVQs, GCSEs, BTECs or equivalent experience within the industry.

Ability and Skills:

- Have the ability to manage and maintain strong relationships with fundraising supporters, individuals and businesses.
- Excellent and meticulous organisation, planning and record keeping skills
- IT skills and a knowledge of Microsoft Office programmes
- Have excellent verbal and written communication and interpersonal skills
- Have the ability to work individually or as part of a team
- Have the ability to manage events budgets

Experience

- Have experience of working within the Charity sector.
- Have experience of planning and delivering events
- Have experience of working with individuals, fundraising supports and businesses within fundraising events

Special Attributes

- A knowledge of Football Club Community Organisations/Charities and the work they carry out
- A passion for innovation, forward-thinking and the drive to continually improve the way things are done
- An understanding of safeguarding policies and procedures.
- Possess a full and clean driving license with access to a suitable vehicle with business insurance cover.
- A flexible attitude to working and willing to work evenings and weekends when required.
- Commitment to development and willingness to undertake training where necessary.
- Commitment to Bolton Wanderers in the Community's vision, mission, values and behaviours.
- An understanding of equality, diversity and inclusion policies and practice.

DESIRABLE CRITERIA

- Experience of working with local and regional press agencies
- Experience of working with Mailchimp

Bolton Wanderers in the Community is an Equal Opportunities Employer and recognises the importance of safeguarding children and vulnerable adults in our workplace.

This Post will be subject to an enhanced DBS Disclosure and two acceptable references

Additional Benefits

- A supply of BWFC kit
- Mileage allowance



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- 2 x BWFC season tickets (subject to passing probation period)
- Access to Health Shield health cash plan (subject to passing probation period)
- Pension contribution matched up to 5% (subject to probation period)
- Complimentary gym membership at Bolton Arena

Date prepared: 26/07/2022