



Ideal for anyone living within a commutable distance from Leighton Buzzard or prepared to relocate for the duration of the placement.

Job title: Events Assistant

Job type: 12 month placement for penultimate year undergraduate students

Main purpose of the job: To maximise the generation of funds for KidsOut charity

Responsible to: Director of Fundraising and Chief Executive

Location: Leighton Buzzard, Bedfordshire

Salary: £7,200 per annum

Dates: 2nd July 2018 – 28th June 2019

Background

KidsOut gives disadvantaged children and young people fun, positive experiences that contribute to their development, well-being and outlook for a happier future. Every year, KidsOut helps over 50,000 children, who may have escaped domestic violence, have a life-limiting illness, have special educational needs or have become young carers.

We are looking for an Events Assistant to work full time in the KidsOut office for 12 months as part of your undergraduate degree. This would be ideal for those interested in a career in Events, and will give you crucial experience working on real events that typically have anywhere from 300 – 900 guests. KidsOut holds 10 fundraising Question of Sport/Trivia events throughout the year in various cities, with corporate guests from supporting companies. The events typically include an interactive quiz on iPads, live and silent auctions, raffle, other games, three-course meal and networking opportunities for the guests. You will play a key role in organising all aspects of the events, and maximising the generation of profit for the charity.

You will learn new skills and gain wide-ranging experience working in a fast paced environment on many different events. We are a small team so you will have a key role with a large input and your work will make a real difference. By the end of the placement you will have gained extensive experience in numerous fundraising strategies and events, as well as exposure to the workings of the charity sector more generally. Opportunities provided will help you develop your communication, correspondence and interpersonal skills, and the varied nature of the job will allow you to further your time-management and organisational capabilities.

The placement is ideal for those studying Events degrees, but other subjects will be considered, providing that you are able to demonstrate the successful applicant qualities listed below.

The successful applicant will:

- Develop skills in order to secure new funding through fundraising events and initiatives, and show the capability to work on a number of events at once
- Have excellent written and verbal skills
- Have the ability to negotiate and influence effectively
- Be a dynamic, creative and forward thinking individual
- Be a keen networker and have a proactive approach to your work
- Have the ability to work effectively to multiple deadlines
- Be team-spirited
- Work accurately, with excellent attention to detail
- Be confident in dealing with external communications
- Have good Microsoft Word and Excel skills

Desirable:

Full, clean UK driving licence

Key duties:

- Assist the Fundraising team and Events Manager in delivering the funding strategy
- Generate funds increased through encouraging current partners to attend our corporate fundraisers and donate prizes
- Liaise with events committee members regarding prizes and table sales. There will be regular calls and meetings with each event committee which you will be expected to attend
- Communicate with prospective event guests and encourage to book a table
- Update each event tracker, including details of booking forms coming in and invoices going out
- Manage and co-ordinate the brochure for each event, including selling adverts. Liaise with the designers and printers to meet deadlines
- Organise and maintain KidsOut merchandise to take to each event
- Produce the games packages for each event, namely Spot the Ball, Higher and Lower and Bingo
- Source auction prizes and maintain spreadsheet of details
- To be flexible in undertaking such duties as the Head of Fundraising and CEO may deem appropriate

More information on the charity is available at www.kidsout.org.uk

If you would like to apply for this position, please email your CV and a covering letter to info@kidsout.org.uk.

Please note that the vacancy will close once a suitable applicant is found so early application is recommended.