



Events Officer Application Pack

About Cornwall Community Foundation

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At the Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroots organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £16 million to over 6,000 community projects. In 2022 we distributed £2.3 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £10 million. We also manage flowthrough or non-invested funds including for the Duke Of Cornwall's Benevolent Fund, the Police and Crime Commissioner for Devon & Cornwall and Cornwall Council.

Our friendly and committed [Team](#) of 12 is based in Launceston when they are not working from home. We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year.

Job Purpose

Cornwall Community Foundation is the leading independent grant-maker in Cornwall providing much needed financial support to local community groups. Our development strategy is primarily driven by building strong relationships with our donors and helping them get satisfaction and joy from their giving. As Events Officer you will be responsible for supporting and leading on (when appropriate) the organisation, administration and smooth running of all Fund Development events at CCF. This includes, but is not limited

to, drinks receptions, project visits, small dinners, gala dinners, external fundraising events, and business networking events.

Events Officer

Post: Events Officer

Reporting to: Philanthropy Director

Salary: £22,500-£24,500 (FTE) per annum or pro rata for part-time depending on experience

Length of contract: Permanent

Hours: Full time or part time, flexible working will be considered

Located at: Based in Cornwall and able to attend the CCF office in Lawhitton, Launceston for meetings/training at least once a week.

Job Description

The responsibilities of the Events Officer are as follows:

1. Work closely with the Philanthropy Director, Development Director and Event Committees to organise venues, catering, invitation lists, collateral, speaker logistics, AV, risk assessments, event briefings and any other event requirements;
2. Support the work of key event-organising Committees, providing administrative and logistical support for events in and out of Cornwall;
3. Develop and maintain an event calendar and ensure that this is communicated to relevant stakeholders;
4. Work with event leads to manage event budgets;
5. Work with Philanthropy Director and Development Director to liaise with potential and confirmed event sponsors to ensure positive working relationships;
6. Work with Marketing Officer to prepare printed or other materials for event use;
7. Work with Administrative Officer to manage relevant guest data on database;
8. Lead on post-event evaluation activities;
9. Work with wider team to support any other organisation-wide events;
10. Undertake any other reasonable responsibilities to contribute to the development of the CCF as requested by the line manager.

Person specification

Essential

1. Experienced in supporting or organising events of a variety of sizes and types, ideally in the voluntary sector;
2. Excellent organisational skills and attention to detail;
3. Ability to work with minimal supervision whilst keeping stakeholders updated;

4. Ability to take initiative and make decisions when under time or other pressures;
5. Flexibility in working hours to attend events out of hours (including during evenings and weekends) and ability to travel (to London and other locations as required, including overnight stays);
6. Able to create positive working relationships with a wide range of stakeholders.
7. Excellent team-working, collaboration and problem-solving skills;
8. Fully computer literate including Word, Excel, PowerPoint and use of CRM databases (ideally Salesforce) or willing to undertake training;
9. A clean UK driving license and access to a car.

Desirable

1. Knowledge of database management;
2. Formal training in events management;
3. Experience of running successful income generation events;
4. Knowledge and experience of working in the voluntary sector;
5. Experience in preparing risk assessments.

To apply

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO
tamas.haydu@cornwallfoundation.com
(Incomplete applications will not be considered.)

Deadline

25th September 2023

Interviews will be held on 5th October 2023 in our office at Lawhitton.

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.