



Leeds, Wakefield & District Branch
Charity No. 232223

Job Framework

Job Title: **Events Assistant**

Location: RSPCA Leeds & Wakefield Animal Centre

Reporting to: Branch Fundraiser

Responsible for: Volunteer event team

PURPOSE OF JOB:

- The direct outcome of your work will be to increase funds available to the branch for all their charitable objectives.
- To increase supporter contacts at every opportunity
- To assist with the running of all events in the community and at the animal centre, resulting in a financial surplus on every occasion
- To attend all collections (supermarkets etc.), community fundraising events & branch events throughout the year as directed by the Branch Fundraiser.

PRINCIPAL RESPONSIBILITIES:

1. To proactively increase the charity's fundraising income by working as a key player in the branch fundraising team, using innovation & opportunity to significantly grow the charity's event programme year on year
2. To assist the Branch Fundraiser with the development, planning, organising and running of all events.
3. To assist the Branch Fundraiser with organising and coordinating all charity collection boxes and street collections, including the book exchange.
4. Work with shops to attend events in their community and within the shops themselves.
5. Build a strong rapport with the local community by speaking to as many people at collections, community events/challenges and at our own events at our Animal Centre.
6. To help with the marketing of all events in the community.

Targets:

- ❖ Grow the branch budget event income by min 25K per annum, year on year increases
- ❖ Grow the number of collection boxes & collections per annum by 20% year on year increases

While at work all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with establishment, branch and society policies and procedures for health and safety

Job holders signature.....Date.....

Line manager's signature.....Date.....

Person Specification

Events Assistant

Requirements	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • Good general level of education 	<ul style="list-style-type: none"> • Food hygiene cert • First aid cert
Experience	<ul style="list-style-type: none"> • Understanding the principles of good customer service and experience of providing good customer service. • Experience of undertaking administrative tasks. • A comprehensive understanding of how local event organisation & fundraising works • Proven record of organising & attending fundraising events 	<ul style="list-style-type: none"> • Experience of working with volunteers • Previous charity employment • Knowledge/experience of animal welfare environment • Experience in raising awareness of a charity's work, aims & goals
Skills/Knowledge	<ul style="list-style-type: none"> • Skilled in MS Office applications • Ability to prioritise workload & meet deadlines • Highly organised & forward thinking • Excellent written & oral communication skills • Excellent influencing & negotiating skills 	<ul style="list-style-type: none"> • Aware of Health & safety legislation • Awareness of risk assessment • Skills in event management
Personality & Behaviour	<ul style="list-style-type: none"> • Calm under pressure • Innovative & opportunistic approach to income generation • Reliable & good time keeper • Strong team player • Ability to relate & communicate with people from all backgrounds • Energetic, dynamic & enthusiastic • Sympathetic to the RSPCA's aims & objectives 	
Special Circumstances	<ul style="list-style-type: none"> • Willing & able to work longer than the contracted hours when the job demands • Willing to work regular evenings & weekends as events demand • Full UK Driving Licence 	