



Job Description and Person Specification

Job title	Events Assistant
Date reviewed	January 2022
Purpose	To support and develop Transaid's events portfolio
Responsible to	Head of Fundraising
Responsible for	N/A but works closely with Ambassadors and Trustees
Location	London office, Euston (currently remote working and some flexible working considered going forward)
Post	Full time
Period	Permanent
Salary	£24,769-£27,000 dependent on experience

Summary:

Are you passionate about devising and delivering high quality, inspiring and interesting events? Then this is the role for you! The Events Assistant is responsible for supporting Transaid's ambitious events portfolio, with opportunities to take a lead role in designing and implementing a range of events. This includes leading auctions at gala dinners and supporting bespoke cycle challenges across Africa. You will work closely with individuals and organisations from the transport and logistics industry to inspire them to support Transaid by undertaking a range of exciting challenges. This role has huge opportunity for growth, with promotion quickly attainable for the right candidate.

About the role:

Transaid is an international development organisation working to transform lives in the developing world through safe, available and sustainable transport. This is an exciting opportunity for a dynamic, organised and ambitious self-starter to shape and grow Transaid's event portfolios. You will shape our portfolio of events as well as leading on inspiring and retaining our donors through excellent stewardship.

January 2021 marked the beginning of a new organisational strategy for Transaid, with events a core feature. As well as looking to strengthen existing relationships, inspire fundraisers and deliver outstanding events, there is also the opportunity to inform and develop the form and type of events we deliver going forward.

You will enjoy working as part of a small and dynamic fundraising team who support each other to achieve great success.

Main Responsibilities:

Events



- To devise, support and and steward Transaid's biennial African Cycle Challenge, starting with Cycle Malawi 2022
- To research, develop and support the implementation and evaluation of Transaid's annual European Cycle Challenge. Responsibilities include participant recruitment, fundraising support and leading logistics.
- Manage Transaid's Third Party Event Portfolio ensuring targets are met
- Lead on Transaid's prize appeal, securing a range of raffle and money can't buy auction prizes
- Represent Transaid at networking and industry events. Some work during evenings and weekends will occasionally be required for which reasonable time off in lieu will be given.
- Research and develop new Transaid events and fundraising opportunities.
- Work with the Corporate Partnerships Officer to develop Transaid's individual challenge event portfolio
- Steward all event participants, delivering excellent retention rates
- Work with the Head of Fundraising to market all event activities

Person specification:

Essential

- Events fundraising experience
- Project management experience
- Experience of working as part of a team with a varied workload
- Experience of motivating and communicating with fundraisers
- Excellent communication skills, written and verbal
- Excellent interpersonal skills for building relationships
- Confident in speaking on the phone
- Experience of organising large scale and/or complex events.
- Excellent planning and project management skills.
- Challenge events experience
- Experience of marketing events and growing event attendance
- Experience of securing in-kind sponsorship.
- Experience of generating income to agreed targets
- Good IT skills including Microsoft Outlook, Word and Excel
- A strong organiser with the ability to multitask and prioritise your workload
- Excellent attention to detail
- Enthusiasm and creativity
- The ability to use your own initiative and work within specified guidelines

Desirable

- Interest in international development, particularly Africa
- Knowledge of the UK transport and logistics industry

Remuneration



- We are offering a competitive salary, 25 days leave per annum and a generous pension scheme.

Closing date for applications

- Please send your CV and a cover letter (maximum two pages) to **Florence Bearman, Head of Fundraising at:** florence@transaid.org by Sunday 30th January.

Interviews:

- Thursday 3rd and Friday 4th February 2022

No agencies please.

We are unable to provide sponsorship for this post. In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK.

About Transaid:

Transaid is an international development organisation that transforms lives through safe, available, and sustainable transport.

We do this by building local skills and knowledge to make transport safer, cheaper, cleaner and more effective, ensuring better access to the essentials for everyday life such as healthcare, education and training, and economic opportunities.

- **Our priority is the people on the ground**

Every driver should be able to leave for a day's work without the fear they may not come home because of a lack of training, or dangerous vehicles and roads. Every family should be able to access vital healthcare; nobody should be left behind. Every person should have the opportunity to build the skills they need to transform their future.



- **Our power comes from our strong partnerships**

We are a unique, passionate organisation that works with partners and governments to solve transport challenges in economically developing countries. We couldn't make a tangible, sustainable difference without our partnerships internationally and our corporate supporters in the UK – for which we are a logical link to transform the wider industry.

- **Sharing expertise is our passion**

We are trusted by international organisations, governments, and communities, to share our knowledge, and to bring together expertise from other organisations. We have a unique technical reputation in the transport and development niche. We believe that knowledge should be open and accessible and have removed the Intellectual Property from our information to make sure it can be shared for the widest impact.

Transaid was founded by Save the Children and The Chartered Institute of Logistics and Transport and our Patron is HRH The Princess Royal.