



JOB DESCRIPTION

Job title: Events & Engagement Manager

Reports to: Head of Fundraising & Engagement

JOB PURPOSE

To plan, deliver and promote events to celebrate Sight for Surrey's Centenary in 2022. The post holder will need to demonstrate expertise and the ability to deliver successful and engaging events and build engagement in the community.

PRINCIPAL ACCOUNTABILITIES:

- Plan, deliver and promote events to celebrate our Centenary in 2022
- Lead Centenary committee and ensure all events are carefully managed with detailed event plans, budgets, briefings and marketing plans
- Work with the fundraising team and engage with local businesses and community groups to fundraise for our Centenary appeal

COMPETENCIES

1. Strategic and Operational Management

Work with the Head of Fundraising & Engagement to plan, deliver and promote events for Sight for Surrey's Centenary year in 2022. Have the ability to think ahead and set priorities for a busy and diverse programme. Contribute to the objectives of the team and other service delivery objectives. Make recommendations and suggestions to senior managers and develop innovative approaches to events and engagement.

2. Inspiration

Work internally across the charity and externally in an imaginative and effective way to increase awareness of what we do and celebrate 100 years of Sight for Surrey.

3. Making Things Happen

Achieve agreed goals and targets, meet deadlines and be proactive in the role. Plan resources effectively and establish plans and priorities. Demonstrate a consultative and informed approach to problem solving using patience and understanding to manage any crises effectively. Be able to liaise effectively within Sight for Surrey and externally with other groups, volunteers and service users.

4. Developing Others

Share knowledge and skills to support others in their development and contribute positively to team development.

5. Managing Change

Seek ways to continually improve performance, be open to new ways of working, adapting positively to changes and feeding back the impact of changes to their manager, where appropriate.

6. Personal Impact

Make a positive impression on people by personal style, ability and credibility. Act with integrity and strive to develop the competencies required to meet organisational objectives and adapt working practices to changing and uncertain needs and circumstances.

7. Service User Focus

Build and maintain good relations with colleagues and service users, informing them about events and seeking their views. Respond quickly and effectively to their comments and suggestions.

PERSON SPECIFICATION

Key Skills:

- Experience of event management
- Creativity and business acumen to create and manage events which appeal to our audience
- Excellent organisational skills with the ability to manage and take responsibility for own workload, meet deadlines, handle multiple priorities and to work independently, as well as in a team
- Excellent written and verbal communication skills
- Enthusiastic and positive attitude
- Meticulous approach, accuracy and attention to detail
- Ability to work collaboratively with colleagues across the charity including staff, volunteers and Trustees as well as external stakeholders including clients impacted by our services.
- Extensive working use of all Microsoft Office applications

Physical Requirement:

Must be able to undertake all duties of the post and be able to travel throughout Surrey.

Working Environment:

The post is office based at Rentwood, the Sight for Surrey offices in Fetcham, but with some external work and occasional evening and weekend work involving the ability to travel around the county.