

50th Anniversary Project

JOB TITLE: 50th Anniversary Fundraising and Events Executive

REPORTING TO: Head of Fundraising

RESPONSIBLE FOR: Project management and administration

SALARY: £18,000 – £25,000 per annum (18 months)

ABOUT KIDNEY WALES

Kidney Wales is nearly 50 years old. Kidney Wales is a leading and progressive UK charity. Kidney Wales strategic aim is to support patients and families and to promote excellence in renal research.

It campaigns for better provision for patients and recently campaigned to have a new law on organ donation in Wales. The Campaign to increase organ donation began in 2007 and the new law came into force on 1 of December 2015 with global attention. It holds quality events such as Walk for Life and the Cardiff 10K which is a first class UK event in the running calendar.

Kidney Wales provides a high quality focused approach to fundraising for renal research, care and education which is responsive to the needs of clinical institutions, patients and their families by:

- Aiming to increase organ donation for those waiting
- Investing our funds in new services, facilities and equipment as part of an on-going programme that will give added value to statutory funding
- Working in partnership with other organisations to share expertise and good practice
- Develop innovative programmes in renal research for the benefit of renal patients in the Welsh community
- Recruit, retain and invest in the professional development of high calibre staff
- Ensure financial viability and the efficient use of resources.

Kidney Wales' key activities and objectives consist of charitable fundraising and the provision of those funds for the relief of people living in Wales (and elsewhere in Great Britain as the Trustees may from time to time decide) who are suffering from renal disease.

Kidney Wales achieves this by:

- The promotion, provision, maintenance and improvement of kidney dialysis units in hospitals, schools of medicine and universities
- The provision of equipment or facilities to support kidney patients
- The promotion and publication of medical research into renal and related diseases.

PURPOSE OF THE ROLE

Reporting to the Head of Fundraising the successful applicant will lead the following functions:

Duties and responsibilities include:

- Lead the coordination of the Charity's 50th Anniversary fundraising project
- Be responsible for the organisation of internal and external events.
- Work with relevant organisation and professionals.
- Represent Kidney Wales at a variety of events.
- A good understanding of event and project management, health & safety requirements
- Create and nurture relationships, maintaining regular contact.
- Research and develop project specific needs
- Work with the Director of Fundraising to develop opportunities in relation to our work.
- Review and report on all key information and areas for improvement on a timely basis.
- Assist with the production of project materials
- Ensure all activities and events are completed with the Charity's objectives in mind.
- Supporting colleagues and events across Kidney Wales in fundraising, awareness and events
- Promote and support the work of Kidney Wales

Knowledge, Skills and Experience Required

- Confident in the role of project coordinator, bringing fresh ideas into the future growth and work of Kidney Wales and its projects.
- Experience in coordinating and managing multiple priorities and deadlines.
- Process driven, confident in developing efficient and effective systems to increase the productivity of the organisation;
- Able to support and consolidate learning and development across the organisation; committed to informal and formal ongoing professional development.
- Excellent communication skills and highly literate; able to operate with diplomacy, tact and empathy.
- Essential personal qualities – strong 'completer-finisher', conscientious, efficient; energetic, determined and passionate about the work of charities.
- Sympathetic to the values and ambitions of Kidney Wales.

To be consider for this role, please send your CV and covering letter to Danielle Jones with details of your salary expectations. **danielle@kidneywales.cymru**

Education	Essential / Desirable
Educated to degree level or with suitable experience - GCSE min level or equivalent qualification passes in English and Maths	Essential
Willingness to undertake training and continuing professional development and support others in team to do so	Essential
Ability to speak Welsh	Desirable
Experience	
Experience of working in the Events industry and/or Third Sector	Desirable
Experience in coordinating high profile events	Desirable
Experience of recruiting, training and supporting volunteers	Desirable
Administrative skills, including record keeping, writing reports and able to interpret and present data in a variety of formats	Essential
Strong business awareness, able to analyse costing and budgets	Desirable
Abilities and competencies	
Ability to use a range of IT products	Essential
Ability to use and learn a range of IT products, using industry standard systems including mobile technology with the ability to demonstrate to others	Essential
Excellent Interpersonal and active listening skills	Essential
Ability to communicate effectively face to face, in writing, by email and on the phone	Essential
Ability to manage time effectively, prioritise workload and meet deadlines	Essential
Ability to work without direct supervision and demonstrate initiative, managing time effectively	Essential
Ability to build relationships with sponsors and corporate partners	Essential
Ability to form and maintain professional relationships both internally and externally	Essential
A working knowledge of Health and Safety, and other statutory requirements as it applies to the role or willingness to learn and apply them	Essential
Flexible approach to working hours and arrangements	Essential
Other requirements	
Ability to demonstrate an understanding and commitment to our corporate values	Essential
To be committed to the principles of equal opportunities and diversity	Essential
To have an understanding of chronic kidney disease and treatment available	Desirable