



**We're here
for young
wheelchair
users**

Special Events and Philanthropy Manager

Responsible to	Philanthropy Lead
Responsible for	n/a
Location	Flexible with regular visits to Park Street in London (one day a week)
Hours	35 hours per week Flexible hours available Some out of hours working will be required.
Term	Permanent
Salary	£38,000 - £40,000 per annum, (dependent on experience)



Whizz Kidz: the facts

Over 75,000 young people aren't getting the wheelchair or support that fully meets their needs.

Without the ability to be independent young wheelchair users are restricted in their ability to socialise and participate in society.

We're here to change that.

As the UK's leading charity for young wheelchair users (9 months -25 years old), we empower young people by providing the wheelchairs, equipment, support and confidence-building experiences they need, and campaigning for a more inclusive society.

And we won't stop until they are mobile, enabled and included.

The fundraising team at Whizz Kidz generates income from various streams in order for the organisation to meet its strategic vision.

Our vision

A society in which every young wheelchair user is mobile, enabled and included.

Our values

We are young people focused, ambitious, collaborative and inclusive.



Job summary

This is an exciting role at Whizz Kidz which will develop and deliver a calendar of cultivation and stewardship special events for key supporter groups. The Special Events and Philanthropy Manager will take ownership of the planning, logistics, execution and evaluation of these events. The role sits within the newly formed Philanthropy team to deliver events for current and prospects major donors but will also work closely with colleagues across fundraising and beyond. The role will also support the Philanthropy Lead with cultivation and stewardship for major donors and prospects with potential to manage relationships with current philanthropy donors.

The person

You will be an enthusiastic and driven events professional, with strong relationship and project management skills with experience in the full event cycle from development to delivery.

Key accountabilities

- Work with colleagues across Whizz Kidz to develop and deliver key strategic events, tailored to specific audiences with a key focus on high-net-worth individuals.
 - Develop and maintain strong and effective internal and external relationships, including supporters, senior leadership and trustees.
 - Support the Philanthropy Lead with relationship management of major donors and prospects as well as budgeting, forecasting and the development of the special events strategy.
 - Work with colleagues to identify opportunities to design, enhance and deliver events to meet KPI's and enable a record of smooth event delivery.
 - Ensure safeguarding and risk management processes are followed and upheld.
 - Develop and work within the processes and guidelines adhered to by the charity and the teams you work with. Maintain effective and accurate records of all key activities and contacts on Raiser's Edge and ensure the integrity of our data.
 - Represent the charity at events, both external and Whizz Kidz's own, networking, cultivating new relationships and effectively engaging with all stakeholders.
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The post holder will also

- Work within all policies, procedures and budgets set by Whizz Kidz.
- Act at all times in the best interest of Whizz Kidz.
- Form effective working relationships with all colleagues, volunteers and outside organisations as appropriate.
- Take responsibility for ensuring that the policies and procedures relating to Health & Safety in the workplace are adhered to at all times.
- Respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Not disclose to an unauthorised person any confidential information acquired through official duties unless they have received official permission to do so.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and job rank of the post.

Please note: This post is subject to a Basic level DBS Disclosure, which will be sought prior to the confirmation of a job offer.

Person specification

Skills and knowledge

- Proven experience in event planning and delivery.
- Excellent relationship management skills and ability to build strong relationships with people at all levels of seniority.
- Superb written and oral communication skills, ability to produce compelling copy and high-quality collateral.
- Demonstrable organisational skills, attention to detail and a creative and solutions focused approach.
- A strong planner and project lead with initiative to manage own work plan, multitask, support others in their goals and work flexibly where needed.
- Ability to use initiative and creativity to identify new opportunities and ways of working to maximize resources.
- Comfortable working at a fast pace on multiple projects, and able to be reactive whilst driving forward proactive projects.
- Proficient in use of CMS's (Raiser's Edge or equivalent) and Microsoft Office Suite.



Experience

- Experience of full event cycle from development to delivery as well as evaluation.
- Experience of working with major donors and high net worth individuals.
- Experience of working with colleagues across all levels of seniority.
- Demonstrable knowledge of charity fundraising and the fundraising climate we are currently operating within.
- Ability to demonstrate an understanding of audience and how this can be applied to cross team opportunities.

Personal qualities

- Alignment with our values – young people focused, ambitious, inclusive and collaborative.
- Goals driven and creative problem solver.
- A commitment to exceptional customer service and improving performance.
- The ability to enthuse and engage others in the potential benefits of a project.
- Passionate about supporting young wheelchair users and creating societal change.
- Alignment with our values—young people focused, ambitious, inclusive and collaborative.
- Passionate about supporting young wheelchair users and creating societal change.

A few perks

The wellbeing of our colleagues is of paramount importance to our success as an organisation, and we want to ensure that our benefits package provides something of value for everyone, whether it is our generous holiday entitlement, wellbeing days, Healthcare cash plan, long-service awards. We hope you agree!

Annual leave

25 days of annual leave per annum plus Bank Holiday (pro-rata for part time colleagues).

Christmas closure

In addition to annual leave, employees get three days of paid Christmas leave.

Pension

Automatic enrolment for all colleagues with the option to opt out. Contributions of 5% gross salary made by both Whizz Kidz and employees. We will match higher contributions of up to 6% of gross basic salary.

Simple health

Automatic enrolment in a fully paid for cash plan that assists you with everyday health costs. This scheme is also available to your families for an extra charge.

Season ticket loan

An interest free loan of up to £5,000 following the successful completion of the Probationary Period.

You can find out more about our perks at [Whizz Kidz.org.uk/charity/careers](https://www.whizzkidz.org.uk/charity/careers)

How to apply

Whizz Kidz are partnering with QuarterFive Fundraising Recruitment for this appointment. For a confidential discussion of this role and to make an application, please get in touch with Cristy Gresswell-Nunn via email cristy@quarterfive.co.uk or by phone on **07377 937540**. Apply by Friday 10th November.

You can see QuarterFive's detailed advert for this role [here](#).

Whizz Kidz is a disability equality charity dedicated to creating a team that is a true reflection of the communities they serve. They actively encourage applications from disabled people, supporting, where possible, requirements for reasonable adjustments.