



## **EVENTS ADMINISTRATOR (Fundraising) – Jubilee Sailing Trust**

**Location:** Southampton

**Salary:** **Dependent on experience**

(Please feel free to email [jane@flexiblehrsupport.co.uk](mailto:jane@flexiblehrsupport.co.uk) for a full job description and to discuss salary requirements)

Would you like to work for a progressive charity that transforms lives and is currently going through an exciting period of transformation and international expansion?

**The Jubilee Sailing Trust (JST) world leader in social inclusion, bringing together people of all backgrounds and abilities to sail as unified crew on board two purpose built tall ships, Lord Nelson and Tenacious.**

The JST is known and respected throughout the world. In recognition of its work, the JST has been accredited by the United Nations Convention on the Rights of Persons with disabilities.

This is an opportunity for you to have a life changing adventure of your own by playing a key role in a fast moving, dynamic team.

### **Job Responsibilities**

- Support the Community and Event Fundraising Officer in the delivery of fundraising events
- Respond and field all incoming event enquiries, coordinate all bookings/registrations and communications
- Carry out research for the development of events that contributes to fundraising activities
- Oversee sourcing of auction lots and raffle prizes
- Work with suppliers
- Work with our marketing team to meet event participation targets
- Draft and produce written correspondence such as letters, reports and other documents
- Coordinate post event follow up with all participants
- Maintain an efficient record keeping system for the team

### **The Successful Candidate**

- Highly organised with the ability to manage a high-volume workload
- Proven experience of co-ordination of logistics for a wide variety of events
- Able to work well within a team as well as on your own initiative
- Demonstrable ability to communicate effectively when addressing a variety of audiences in person
- IT literate and able to maintain and develop effective administration and information management systems
- Strong work ethic, flexible and willing to promote change

Success in this role will require proactive collaboration and teamwork across the entire organisation.

### **To Apply**

Please send your CV and covering letter, including salary expectations to [jane@flexiblehrsupport.co.uk](mailto:jane@flexiblehrsupport.co.uk)

**Closing date: 25<sup>th</sup> November 2017**