



EVENTS EXECUTIVE – Maternity Cover (12 month contract)

HYBRID – London Office minimum 3dpw
37.5 hours per week

The Outward Bound Trust

The Outward Bound Trust is an educational charity providing adventure-based, outdoor learning for young people from six centres across the UK.

Fundraising Department

The Fundraising Department currently raises around £6m a year to support the work of The Outward Bound Trust, predominantly to cover the cost of bursary supported places for disadvantaged young people to attend our powerful courses in the outdoors, and towards capital (building project) requirements across the Trust's six centres.

Funds are raised from high-net-worth individuals, corporate organisations, charitable trusts and foundations, legacies and through high quality events. The majority of the Fundraising Department is based in Waterloo, London, with some of the team based at our Penrith and Glasgow offices.

Fundraising Events

The Fundraising team runs a varied programme of events. We pride ourselves on innovation and delivering events of the very highest quality. The Events Executive sits within our Development function, led by a Head of Development, and works closely with our Capital, Corporate Partnerships, Trusts & Foundations and Legacy teams – and across the entire organisation.

Purpose of the Job

Outward Bound are looking for an Events Executive on a temporary contract (maternity cover) to support the delivery of the Outward Bound events portfolio. The role also leads on the coordination, fundraising and stewardship of the charity's London Marathon running team.

This is an exciting opportunity for an ambitious individual to join a high-performing fundraising team, working on a unique calendar of high profile events. You will work closely with the Head of Development and Development Manager to execute the 2025 London Marathon event, ensuring our 100+ runners have great stewardship and fundraising support. You'll also be responsible for the planning and execution of the on the day activity.

As well as leading on the Marathon, you will also support the team in building an incredible programme of both fundraising and donor stewardship events, which will support the Fundraising Team to raise up to £6m per year.

As Events Executive, you will:

- Assist the Development Manager and Development team in the execution of major donor events, such as large-scale gala events, intimate round tables and lunches, and annual supporter visits to our remote locations across the UK.
- Manage the stewardship of Outward Bound's London Marathon team and execution of our support on the day
- Ensure that income targets are met, if not exceeded, for your assigned events.
- Build excellent relationships with donors, partner schools, event venues, event suppliers, and across the Trust to ensure that events are delivered to a high

standard.

- Ensure all administrative elements of events are up-to-date on the CRM system as well as working closely with the finance team to ensure invoices are processed and recorded within a timely manner.
- Assist supporters in setting up fundraising pages through Enthuse, or other fundraising platforms, as required.
- Working across the Fundraising team to deliver events for different income streams as is required.
- Managing all individual third-party challenge event enquiries and stewardship.

General

The postholder must:

- Positively support and work within the framework of the Fundraising & Development Team at all times.
- Represent the Events team as required.
- Travel to events & meetings across the UK & overseas including overnight stays, where necessary.
- Any other duties as may be required, including but not limited to attending events/functions outside of normal office hours.
- Keep up to date with developments in the Charity Events Sector, e.g. sector specific news and competitive activity.

Person Specification

[E] Essential Criteria

[D] Desirable Criteria

Experience

- Experience in managing challenge events [E]
- Experience in delivering bespoke events [D]
- Experience of producing marketing materials [D]
- Experience within the fundraising sector [D]
- A track record of meeting financial targets and working to key performance indicators [E]
- Experience using fundraising platforms, such as Enthuse and JustGiving [D]

Knowledge, Training and Qualifications

- Knowledge/experience of events/project management [E]
- Computer literate - good working knowledge of MS Word, Outlook, Excel, PowerPoint and ability to use databases for recording and reporting [E]

Skills and Personal Attributes

- Meticulous attention to detail [E]
- Highly organised and able to keep up-to-date event records [E]
- Strong interpersonal skills, with the ability to liaise with people at all levels, on the telephone, face to face and in writing [E]

- Excellent planning and event management skills to manage a varied workload [E]
- Proven team player, willing to accept additional responsibility, show initiative, and proactively work to exceed targets [E]
- Willingness to work unsociable hours and travel throughout the UK and further afield [E]
- To care about The Outward Bound Trust, share in its values and objectives and constantly innovate in order to deliver the best solutions for the organisation and its supporters [E]

Salary and benefits

- Salary £24,000 - £28,000 p.a. for a 37.5 hour week.
- Annual Leave of 24 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Personal Accident Insurance while at work or commuting.
- Health Cash Plan with Medicash: on application after completion of probation; taxable benefit
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service.