



EVENTS & PARTNERSHIPS OFFICER

DEPARTMENT: BUSINESS DEVELOPMENT

REPORTS TO: EVENTS & PARTNERSHIPS MANAGER

LOCATION: 14 PRIDE POINT DRIVE, PRIDE PARK, DERBY, DE24 8BX

JOB SUMMARY AND MAIN PURPOSE

The Events & Partnerships Officer assists and supports the Events & Partnerships Manager and the wider Business Development department in all aspects of corporate partnership deliverables and event management.

This position assists in developing collaborative opportunities, managing relationships, executing events, and assuring a quality experience for our partners that align with the Trust's values and mission.

KEY RESPONSIBILITIES

EVENTS

- Assist the Events team with daily tasks under supervision of the Events & Partnerships Manager and Head of Business Development.
- Assist in organising and executing Corporate Partnership activities and events (Examples: Black & White Ball, Derby 10K, Annual Awards Evenings, etc).
- Co-ordination and supervision of event volunteers.
- Providing administrative and practical support and troubleshooting across all events.
- Ensure adherence to event health & safety and risk management as appropriate.
- Manage customer relationships linked to events.
- Lead on matchday fundraising projects (e.g Match Day Draw, Rammie's Special Guest).
- Lead on third party fundraising events.
- Assisting with post event reports and surveys that capture and evaluate successes and improvements.

PARTNERSHIPS

- Co-ordination and stewardship of external fundraisers, corporate partners and stakeholders.
- Develop and nurture strong working relationships with internal and external partners and stakeholders.
- Research key corporate partnership prospects and assist with proposal presentations for new business and renewals.
- Attend and participate in regular business development and events meetings.
- Maintain awareness of sponsorship/market trends.
- Work with the Marketing & Communications team to integrate partner branding and deliver effective campaigns.
- All other duties as assigned.

GENERAL RESPONSIBILITIES

- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust's Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.
- To uphold the Trust's Equal Opportunities policies & practices, positively promoting equality of opportunity.

PERSON SPECIFICATION

ESSENTIAL

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| • Demonstrable experience of event co-ordination, with a track record of delivering successful high-quality events. | • Excellent attention to detail |
| • Minimum of one year's experience in a similar role, in a commercial or not-for-profit setting. | • The ability to build and manage effective relationships |
| • Experience of relationship management with a variety of stakeholders, such as corporate partners, volunteers, charity partners and donors. | • The ability to accurately process and disseminate large amounts of detailed information |
| • Exceptional communication skills with the ability to communicate effectively with multiple stakeholders, both written and verbally | • Works effectively under pressure |
| | • Ability to use Microsoft 365 to a high standard, in particular excellent Excel skills |
| | • Flexibility to work unsociable hours |
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DESIRABLE

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| • Educated to degree level in a relevant discipline (or equivalent experience) | • Managing or supervising small teams |
| • Experience and knowledge of administering event budgets | |

THIS POST IS SUBJECT TO AN ENHANCED DBS CRC CHECK

VALUES

Our values underpin everything we deliver as a charity. The W is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Caring** in our approach
- **Collaborative** in our partnerships
- Creating **meaningful** experiences
- Effectively fulfilling **potential**
- Taking **pride** of our work
- **Valued** by our community

EQUALITY, DIVERSITY & INCLUSION

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

SAFEGUARDING

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.



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