

## EVENTS EXECUTIVE

We're looking for an **Events Executive** to join the Saracens Foundation team.

Since its inception in 2000, the **Saracens Foundation** has delivered innovative and industry leading projects across North London & Hertfordshire, developing sustainable partnerships and providing vital support that helps build stronger, healthier and more connected communities.

The Events Executive role is a key member of the Saracens Foundation fundraising team, delivering the fundraising events calendar for the charity. The calendar consists of a mix of events including challenge events like half marathons, Foundation owned events like our charity golf day, and events within the Saracens Rugby Club sphere such as Foundation Take Over Games at Saracens home games. The events executive is responsible for the organisation, execution and post event follow up for the events calendar and ensuring we are raising important funds and raising awareness of the charity with these opportunities.

This role will report directly to the Fundraising Manager within the team.

Saracens is an inclusive, people first organisation. A core part of achieving our mission is that our workforce is diverse and reflective of the community that we serve. There will be no discrimination in our recruitment and selection processes, nor when considering pay and benefits. We encourage people from all backgrounds to apply for the position and join us on our mission to enrich lives through sport and entertainment. (You can read more about [diversity and inclusion here](#)).

<b>JOB TITLE:</b>	Events Executive
<b>LOCATION:</b>	Stone X Stadium, Hendon
<b>CONTRACT TYPE:</b>	Permanent, Full Time
<b>KEY STAKEHOLDERS:</b>	All internal departments and external stakeholders
<b>REPORTS TO:</b>	Fundraising Manager
<b>SALARY BRACKET:</b>	£25,000 - £28,000 ( <i>SUBJECT TO EXPERIENCE</i> )

## PURPOSE OF THE JOB:

- Take ownership of the current event calendar and budget.
  - Responsible for all aspects of fundraising events, including start to finish organisation of the event, communication plans, driving sales (where applicable) and liaising with key stakeholders to ensure success.
  - Deliver key fundraising events for the charity including Saracens Matchday Takeover Games, a charity dinner and the Saracens Foundation Charity Golf Day.
  - Communicate and liaise with all key internal and external stakeholders to ensure the charity meets its financial targets.
- Manage the current and future challenge events calendar.
  - Manage challenge event participants, supporting their event journey and establishing strong relationships through regular communication to maximise their fundraising.
  - Responsible for growing the current challenge event calendar and income stream as a whole.
- Work with project officers to incorporate in programme challenge events where relevant.
- Expand the events calendar through the creation of new events.
  - Think creatively about new event opportunities to increase the income stream.

- Support the wider fundraising team.

## PERSON SPECIFICATION

The successful candidate will possess the following:

### Skills

- Some experience of event organisation
- Strong organisation and planning ability
- Ability to multi-task and manage workload
- Relevant knowledge of fundraising or the charitable sector
- Keen interest to work in the sport for change landscape
- Excellent interpersonal skills, both written and verbal
- MS Office proficiency
- The ability to build strong relationships with internal and external stakeholders
- A team player with a good sense of humour
- Full clean driving license

### Experience

- Some experience of event organisation, preferably fundraising events (but this is not essential)
- Degree qualification (or equivalent)
- Strong writing and presenting skills
- Excellent communication and organisational abilities, with particular strength in building and maintaining relationships

### Personal Characteristics

- You have a genuine enthusiasm for working in the charity sector and appreciates how this role contributes to the charity's mission
- You have a relentless focus and are a great team player who has a good sense of humour
- You thrive in and promote a culture of hard work, discipline, honesty, and humility to deliver results
- You manage projects, activities, and resources effectively, assuming personal ownership and accountability for results
- Proven ability to challenge and influence others
- Works well under pressure
- An ambassador for sport for change
- Perception and awareness of when things may work
- You instil continuous improvement mind-set and champion best practices

## BENEFITS

### Compensation

- Dependant on the charity's financial performance, the Saracens Foundation may conduct an annual pay review. However, proactive pay increases may be implemented to reflect growing responsibilities.

### Working from home

- Our office anchor days are on Mondays and Thursdays. This keeps team collaboration and engagement high.
- If you are normally office-based, you can still work from home occasionally - **as long as you have a good internet connection and a private, quiet space which allows you to do your best work.**

#### Holiday

- 25 days' holiday a year, plus bank holidays - please use them all!

#### Health & Wellbeing

- Paid sick leave for both physical & mental health.

#### Sports & Entertainment

- Ballot tickets for Saracens Home Games.
- Ballot tickets for International Rugby Games.
- Opportunities for discounted tickets to Saracens games and events for you and your family.

#### Family

- Enhanced paid maternity, paternity, adoption or shared parental leave, if you've been with us for at least 26 weeks.
- Life insurance with Zurich.

#### Commuting

We're a member of the cycle-to-work scheme.

Applications should be made by submitting a CV and covering letter incorporating suitability to the role. Applications should be sent to Sangita Asani, People Business Partner at [recruitment@saracens.net](mailto:recruitment@saracens.net).

Closing date for applications is **Friday 17<sup>th</sup> October at 5.30pm**

We anticipate first stage interviews to take place on week commencing the **Monday 27<sup>th</sup> October..**

*Saracens Group positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, gender expression, religion, sexual orientation, disability, or nationality.*

*Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date. This is to ensure our teams can manage application levels while maintaining a positive candidate experience. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment. If you have not heard from us by 7 days after the closing date of the role, please assume that your application has been unsuccessful on this occasion.*

