

ISLAMIC RELIEF

Charity Reg: 328158

Islamic Relief is a UK based international relief and development charity, which aims to alleviate the suffering of the world's poorest people. We are an independent Non-Governmental Organisation (NGO) founded in the UK in 1984.



Events and Challenges Coordinator

Location: London
Contract: Permanent
Hours: 35 hours per week
Salary: Starting at: £32,338 - £34,125 per annum (including London weighting)

Islamic Relief UK are looking for an enthusiastic and personable Events and Challenges Coordinator to join our Fundraising team. You will be responsible for planning, managing and developing an exciting range of events and challenges to cultivate support, raise awareness and meet fundraising targets. In return you get to be part of a fantastic team delivering a national portfolio of high quality events.

The successful candidate must have:

- Significant experience of fundraising through organising and delivering events and challenges
- Experience of the development, delivery and monitoring and evaluation of plans and budgets
- Experience of delivering exceptional donor/customer care
- A thorough understanding of the different types of fundraising Events and Challenges
- Good understanding of charity law, policy and regulatory environment within which charities operate
- Knowledge of the Fundraising Regulators code of practice
- Excellent event management skills – from conception, promotion to production and delivery
- Excellent attention to detail and ability to produce correspondence to a high standard
- Creative thinker
- Excellent communication skills – written, oral and listening
- Competent user of Raisers Edge or other relationship management database.

Due to the nature of this role, out of hours work, UK and international travel is a requirement.

Closing date: 23:59 on Sunday, 30th September 2018

If you are talented, reliable, resilient and a highly motivated professional, with a strong commitment to Islamic Relief's values and beliefs, please apply by downloading the application pack from our website <http://www.islamic-relief.org.uk/about-us/vacancies/> and forward the completed form to hr.iruk@islamic-relief.org.uk on or before the closing date.

Islamic Relief promotes equality and meritocracy, and seeks individuals who agree with the IR values together with our policy standards on Anti-Bribery, Child Protection and Code of Conduct. We will carry out screening checks and will take out references on your behalf if you are selected.

Please note, for UK based roles, we are only able to accept applications from candidates who are eligible to work in the UK. We are unable to progress applications which would require sponsorship.

Applicants should be sympathetic to the values of Islamic Relief.

Only short-listed candidates will be contacted.

Islamic Relief is an equal opportunities employer.

Only applications from those who already have the right to live and work within the UK will be considered.