

# Islamic Relief Worldwide

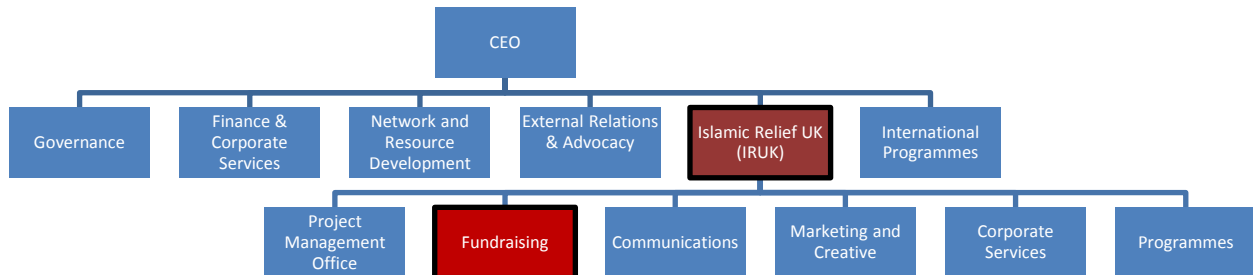
## Islamic Relief UK (IRUK)

### Events and Challenges Coordinator

<b>BASE LOCATION:</b>	London, UK
<b>REPORTING TO:</b>	National Community Fundraising Operations Manager
<b>LINE MANAGEMENT RESPONSIBILITIES:</b>	N/A
<b>ISLAMIC RELIEF:</b>	<p>Islamic Relief is an international non-governmental organisation (INGO) founded in the UK in 1984 by a group of medical doctors and activists. Established in response to the widespread famine in Africa, Islamic Relief has grown to become one of the world's largest Muslim INGO with a presence in over 40 countries worldwide.</p> <p>Since 1984, Islamic Relief has saved and transformed the lives of over 110 million people. By responding to disasters, rebuilding lives and preparing people in case disaster strikes – we save lives before they are lost. In addition to providing disaster and emergency response, we also promote sustainable economic and social development by working with local communities – regardless of race, religion or gender.</p> <p>Islamic Relief is a member of the Disasters Emergency Committee (DEC) and an implementing partner for DFID, ECHO, the World Food Programme (WFP) and UNHCR.</p>
<b>PURPOSE OF DIVISION (IRUK)</b>	<p>Islamic Relief UK (IRUK) is a Strategic Business Unit (SBU) that is part of Islamic Relief Worldwide. IRUK's focus is strengthening effective funding, mobilising for change through advocacy and awareness-raising, and strengthening programme development and delivery. IRUK works with various partners and institutions, from governments, non-governmental organisations and local authorities to grassroots communities.</p>
<b>PURPOSE OF DEPARTMENT (Fundraising)</b>	<p>To develop and implement strategies to increase the funding income of Islamic Relief through a range of fundraising initiatives and through acquisition and retention of volunteers and supporters.</p>
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"><li>• To play a key role in coordinating the development and delivery of agreed national events and challenges with the strategic objective of engaging the community on a grass-roots level through an array of fundraising activities.</li><li>• To work closely with the Community Fundraising team to develop and promote support of the events to maximise fundraising income.</li><li>• To project manage national fundraising initiatives.</li></ul>

## **ORGANISATION CHART**

### **IRW and IRUK**



## **KEY WORKING RELATIONSHIPS**

- National Community Fundraising Operations Manager
- Events and Challenges Coordinator (counter-part)
- Regional Fundraising Managers and Officer
- Marketing and Creative Team, Social Media, Digital Marketing Team, Media Team, Supporter Relations Unit and Programmes
- Procurement and Finance Teams
- Campaigns and Advocacy and Major and Corporate Donors Teams
- Build relationships with challenges service providers, event companies and venue/catering vendors.

## **SCOPE AND AUTHORITY**

### **Scope of the Role:**

- Reporting to the National Community Fundraising Operations Manager, the Events and Challenges Coordinator is responsible for overseeing the development and coordinating the delivery of National Events and Tours as well as National and International Challenges
- To coordinate third-party National Events and Tours
- To project manage other assigned fundraising initiatives, campaigns or projects
- To increase supporter, donor and volunteer engagement opportunities through national activities that will maximise community fundraising income
- To design and deliver bespoke fundraising challenges (national or international) upon the request of support networks or other Islamic Relief units such as the Major and Corporate Donors team and External Relations and Advocacy
- To oversee challenges organised by Charity Week.

## **Responsibility for Resources:**

Islamic Relief resources for events and challenges purpose (e.g. Audio Visual equipment, Banners, merchandise, PDQ machines etc).

## **KEY ACCOUNTABILITIES**

*The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The following are the main responsibilities that the role holder will be accountable for:*

### **1. To plan, manage and develop the organisation of Islamic Relief UK's National Events to deliver agreed income targets**

- Responsible for delivering agreed targets with the National Community Fundraising Operations Manager and to carry out event proposal assessments.
- To submit project proposals upon the conception of an activity outlining objectives, success indicators, budget, forecasted income and a marketing strategy etc.
- To coordinate the activity by organising logistics, centralising resources, ensuring consistency with marketing, the event programme and structure. To liaise with all stakeholders including agencies, guest speakers and entertainers as required.
- To work with the social media, marketing and digital teams to devise plans that will encourage participation, maximise publicity and raise the profile of the events.
- To communicate with the External Relations and Advocacy and Media teams to facilitate involvement and media coverage.
- To have an oversight of the overall activity and provide support to the regional teams in delivering each event within their city.
- To deliver events within agreed expenditure budget to an acceptable fundraising cost ratio.
- To monitor the activity budget and to provide post-activity reporting in order to review and implement lessons learnt.
- To provide regular income and expenditure reports for your assigned activities.
- To ensure compliance with the Fundraising Regulators code of practice.
- To complete risk assessments and ensure contingencies are in place before key activities take place.
- Develop relationships with external event organisers and service providers in order to maximise the opportunities to promote awareness of Islamic Relief.
- Maintain comprehensive and well-organised administrative systems in line with Fundraising procedures and other systems.

## **2. To develop and implement Challenges in order to maximise the opportunities to raise funds and the profile of Islamic Relief**

- To work with the regional fundraising teams to put together an annual work plan for challenges.
- To coordinate the logistics and delivery of national and international challenges.
- To liaise with the Marketing team for the required resources and assets.
- To be responsible for setting up registration and fundraising pages.
- To ensure all payment and collection processes are in place for participants in accordance with Islamic Relief financial policies and procedures.
- To ensure income from National activities is allocated accurately per region.
- To work with the Social Media, Marketing and Digital teams to devise plans that will encourage participation, maximise publicity and raise the profile of the challenge.
- To provide quarterly reporting on all challenges.
- To support the regional fundraising teams to deliver local challenges.
- To implement travel guidelines and ensure participants complete all necessary paperwork in line with Islamic Relief policies.
- To complete risk assessments and ensure contingencies are in place before each challenge.
- To research innovative new challenges and explore fresh ideas to diversify the annual challenges activities.

## **3. To develop and maintain knowledge of the fundraising events and challenges market and be familiar with Islamic Relief's activities**

- Maintain an up to date knowledge of charity law affecting fundraising and events.
- Maintain an up to date knowledge of the events and challenges market and the activities of other charitable organisations to identify market gaps and new opportunities.
- Build an understanding of Islamic Relief. Be able to talk to event participants and other contacts regarding the work of the organisation.
- Liaise with relevant departments, in order to keep up to date with the latest developments in Islamic Relief.
- Arrange/attend regular meetings with staff in other departments to ensure that they are fully briefed on the type of activities and information required to make events and challenges successful.

## **4. General duties**

- Be a positive ambassador of Islamic Relief UK. Adopt a personal style that enhances the reputation of Islamic Relief and fosters respectful and professional working relationships.
- Be flexible within the broad remit of the post and offer support to team members and colleagues as required.
- Be self-servicing and able to act on own initiative where necessary.
- Comply with organisational policies and practices.
- Encourage effective cross departmental working through personal example.
- Attend internal and external meetings as required and contribute positively.
- Attend events and challenges outside of normal working hours including evenings and weekends to support the wider fundraising team.

- To maintain confidentiality at all times regarding participant information, medical records and personal data.
- To show commitment to the goals and values of Islamic Relief.
- Undertake any other duties commensurate with this post as reasonably requested by the line manager.

## **PERSON SPECIFICATION**

*It is essential that the post holder shows a good understanding and empathy with the Islamic values and principles as well as commitment to IRW's vision and mission.*

### **Essential criteria:**

#### **Experience**

- Proven experience in Event Management
- Significant experience of fundraising through organising and delivering events and challenges
- Experience of the development, delivery, monitoring and evaluation of plans and budgets
- Experience of delivering exceptional donor/customer care
- Experience of using a range of effective communication channels to promote fundraising activities
- Experience in negotiating and managing contracts with vendors and suppliers
- Experience of managing own workload effectively and planning and organising work to meet deadlines
- Experience of working effectively without close supervision dealing with problems as they arise

#### **Knowledge, Skills and Attributes**

- 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
- Able to exercise diplomacy where required
- Excellent communication skills – written, oral and listening with the ability to communicate sensitively and effectively with a diverse range of individuals who may be supporters, participants, donors or volunteers
- Strong project management and team coordination skills, including the ability to use planning tools
- Strong networking skills
- Proven organisational skills with the ability to work in a fast paced environment
- Excellent administration skills – able to keep thorough, accurate and up to date records
- Competent user of Raisers Edge or other relationship management database
- Understanding and experience of health and safety regulations and risk assessments in relation to organising events and challenges
- Educated to 'A' level or equivalent
- Knowledge of Microsoft Office software in particular, Word, PowerPoint, Excel and Outlook

### **Other Essential requirements**

- Based in the London office but willing to travel to attend fundraising events and challenges across the UK and abroad
- Current and full UK driving licence
- Able to work flexible hours (including unsocial hours and weekends)

### **Desirable Criteria**

- Experience of working wth volunteers