



ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities. Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

ABOUT THE ROLE

The Events Manager is an essential role within Restless Development's busy Fundraising team. This is currently the most successful unrestricted income stream, with a potential to continue to grow further, as well as offer support for colleagues in both the UK and around the world. Our Events Manager will manage the Fundraising Team's events portfolio, including challenge events, galas and wider fundraising events.

You will be required to drive an ambitious and growing events programme to bring in increased year on year unrestricted income, having brought in £450,000 in 2018. This role requires you to lead our events calendar from running and managing a range of events, working with corporate partners, major donors, trustees and patrons and external fundraising committees. You will need to deliver to the highest degree, making sure all stakeholders, internal and external, have their expectations surpassed. A lot of these events will be bespoke, so an eye for detail is essential to ensure each and every event is smoothly run and with a successful outcome.

For more information on Restless Development's mission, values and work, please visit: www.restlessdevelopment.org.

To apply, please contact Graham at Bamboo: graham@bamboofundraising.co.uk

As well as managing events within the Fundraising team, you will also be expected to make your expertise available to the rest of Restless Development, including our international Hubs, to assist with the running of any strategically important events that are taking place.

You'll be expected to attend most of the events you're involved in, which will mean working some evenings or weekends. Time off in lieu will always be given for this.

We're looking for a flexible team player with great interpersonal skills who has an incredible eye for detail. Calm in any situation, you can quickly get to grips with the task at hand and see it through successfully to completion. You're comfortable working with a wide range of stakeholders, and can bring individuals together to meet an end goal. You're happy to work towards and manage large budgets, and can report against targets regularly.

ABOUT THE ROLE

Job title	Events Manager
Location	Waterloo, London
Salary	£34,633 gross per annum
Preferred start date	May 2019
Length of contract	2 years
Visa requirements	Must have the right to work in the UK
Reports to	Senior Fundraising Manager
Expected travel	Regular travel around London and other areas in the UK. Regular evening and weekend work for which time off in lieu will be given.

Job requirements:

Fundraising and relationship management (40%)

- Drive an ambitious events programme forward, and lead the team to challenge the events in the programme to grow systematically year on year.
- Manage the Ultimate News Quiz event, working with the event committee and other stakeholders (including Action for Children) to ensure the event is well run and meets fundraising targets
- Work with the Corporate Manager and Philanthropy Manager to understand what events will need to be held for their audiences, working with stakeholders to put on these bespoke events. These can include large-scale fundraising events held by a corporate partner, to smaller, networking events for major donors.
- Manage and run these events, working closely with the Corporate Manager and Philanthropy Manager
- Cultivate relationships with key patrons and trustees and drive opportunities to support them in holding fundraising and networking events on Restless Development's behalf to help us grow our income in the events income stream
- Develop a new fundraising event to grow the Events portfolio, working with internal stakeholders and carrying out external research as appropriate
- Work with the Communications team and Supporter Planning Manager to ensure required assets for events are in place
- Work with the rest of the Fundraising team to set up appropriate supporter journeys for individuals that take part in both fundraising and networking events

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- Manage adhoc community fundraising initiatives, recognising their role in our offer to corporate partners, and supporting any individual donors who fundraise in this way

Systems and processes (30%)

- Work with Restless Development’s Finance team to set up systems that allocate income to the correct funding codes
- Log relevant information onto Restless Development’s database, Civi CRM
- Drive the use of our systems and processes, for efficient and effective use of time across the team when working on events
- Examine income spreadsheets to ensure events are meeting planned targets, and report back against performance on a monthly basis
- Complete regular performance reports to feed into the wider Fundraising Team progress report

Strategic Planning (30%)



- Drive and grow a strategically-focused events portfolio, which generates significant unrestricted funding, whilst servicing the wider Fundraising team’s needs
- Ownership and leadership of operationalising the strategy
- Work closely with the Senior Management Team to ensure events are in line with Restless Development’s strategy, especially Senior Fundraising Manager

Other

- Occasional evening and weekend work, for which time off in lieu will be given
- Undertake any other duties as requested by the Senior Philanthropy Manager.

ABOUT YOU



We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values

Values	Behaviours	What we expect of the Events Manager
 <p>HEART</p> <p>We are who we serve. We are brave.</p>	Values-led	Embeds a values-led culture within their team; both recognising and rewarding behaviour which upholds the Restless Values and professionally challenging behaviours which do not.
	Innovation	Fosters a climate of innovation and continual improvement across their team. Considers external best-practice when adapting plans; acting positively and quickly to assess and resolve issues.
 <p>HEAD</p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Takes full accountability for performance and value-for-money within their team. Ensures team capacity to deliver quality against strategic priorities, and guides their team to develop solutions for anticipated problems.
	Decision-Making	Takes full accountability for managing a budget and/or programme and/or incidents. Considers the organisational vision, Restless Values, external influences, and long term impact when making decisions. Supports more junior staff with difficult decisions.

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 VOICE We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Plays a key role in strategy development. May manage a small team, taking accountability for team performance and creating a compelling leadership vision for their team. Inspires and supports others to take on a leadership role.
	People Development	Drives their own personal development, committing to new challenges which build capacity for the organisation. Supports team members to fulfil their potential through effective performance management, mentoring and other opportunities for growth.
 HANDS We are in it together. We listen and learn.	Effective Communication	Builds consensus and commitment amongst staff and national partners, using effective communication to navigate difficult topics. Coaches others to communicate effectively.
	Collaboration	Utilises their internal and external relationships to enable others to expand their network; creating opportunities for others to broaden their awareness of other parts of the organisation and/or current issues. Cultivates national partnerships.

SKILLS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> ● Fundraising events experience, including bespoke and committee-run events ● Project management experience ● Experience using a CRM database ● Outstanding interpersonal and communication skills ● Excellent planning, organisational and logistical skills ● Ability to manage relationships with multiple stakeholders, at all levels, both internal and external ● Excellent organisational skills with the ability to work to deadlines and balance multiple priorities ● Ability to manage own time and work autonomously ● Ability to work as a team to meet deadlines and targets ● Ability to think creatively and innovatively
Desirable	<ul style="list-style-type: none"> ● Interest in/ knowledge of international development ● Line management/performance management experience ● Fundraising experience ● Project management experience ● Experience using a CRM database

Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

WHAT WE DO FOR YOU

Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer pension contributions of 3% for a manager.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

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Work-life balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

Professional development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

Travel and medical insurance

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

Relocation package

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

KEY DATES

Application deadline: 25 April 2019 at 9am

Interviews will take place:

- First round: 29 April - 1 May 2019
- Second round: 2-3 May 2019

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