



## 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.

Now in its fourth year, the Schools Triathlon, sponsored by Flight Centre, is Restless Development's flagship fundraising event. In 2018, 3,100 children took part in a team triathlon in four different schools. Including corporate sponsorship, the entire Triathlon programme raised around £370,000.

Working closely with the Events team, the wider Fundraising team, and the Triathlon Committee, the Events Officer role will provide first-class administrative support and manage the back-end processes to support this important fundraising event.

You will be responsible for working with Microsoft Excel and our database, CiviCRM, to upload information, create and run queries and reports, process donations and handle cash and cheques.

You will also act as the main point of contact for events participants, responsible for answering questions from parents and pupils, and providing professional support and guidance with all queries.

The successful candidate will enjoy juggling a varied workload, be calm under pressure and highly organised with meticulous attention to detail. You must be self-motivated, with great interpersonal skills and an outgoing and positive approach to the role.

The Events Officer will be pivotal to the success of the Fundraising team. If you're looking to take a step into fundraising or event management, are happy to learn on the job and think you fit the above, we'd love to hear from you.

For more information on Restless Development's mission, values and work, please visit: [www.restlessdevelopment.org](http://www.restlessdevelopment.org).

To apply, contact Graham at Bamboo: [graham@bamboofundraising.co.uk](mailto:graham@bamboofundraising.co.uk)

## ABOUT THE ROLE

<b>Job title</b>	Events Officer
<b>Location</b>	Waterloo, London
<b>Salary</b>	£20,768 gross per annum
<b>Preferred start date</b>	April 2019
<b>Length of contract</b>	Until September 2019
<b>Visa requirements</b>	Must have the right to work in the UK
<b>Reports to</b>	Events Coordinator
<b>Expected travel</b>	Travel to triathlon events is expected

### Job requirements:

#### Systems and processes (30%)

- Competent use of Excel to process large volumes of data and regularly update internal and external databases
- Understand and manage fundraising using digital fundraising platform, JustGiving
- Accurate and timely logging of information into Restless Development's database, CiviCRM – executing mass imports, new individual records, and regularly cleaning data
- Liaise with the Finance team to process and correctly allocate income and expenditure

#### Fundraising and relationship management (30%)

- Encourage schools, pupils and parents to achieve and excel at fundraising targets
- Be a key point of contact for large volumes of individual enquiries, responding in a timely and professional manner
- Work closely and develop a good working relationship with the Triathlon committee, made up of Restless Development staff and volunteers, keeping the appropriate members informed and bringing in support as and when needed
- Post-triathlon, ensure schools, participants and parents are properly thanked, in person when appropriate, and cultivate further relationships with them

#### Event management (30%)

- Work with Schools Fundraising Coordinator and Events Manager to ensure smooth logistics and communications in lead up to events and on the day
- Support on recruitment of volunteers and arrangement of volunteer logistics (food and transport)

#### Other (10%)





- Some weekend work, for which time off in lieu will be given
- Undertake any other duties as requested by the Events Manager

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## 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 Officer
 <b>HEART</b> We are who we serve. We are brave.	Values-led	Inspires a Restless passion and professionalism in those they work with, both internally and externally.
	Innovation	Works on own initiative and offers creative approaches to improving work.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Manages their time effectively to deliver quality against individual goals. Ensures value for money when utilising resources and efficiently processing finances.
	Decision-Making	Proposes solutions to challenges and consults with others when making operational decisions within their area of responsibility.
 <b>VOICE</b> We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Capably manages their own workload and takes up opportunities to lead on areas of work, with support from colleagues. May supervise Interns and/or teams of Volunteers.
	People Development	Understands how individual goals contribute to team priorities. Uses feedback to identify personal growth areas willingly provides constructive feedback to others.
 <b>HANDS</b> We are in it together. We listen and learn.	Effective Communication	Clearly expresses ideas or opinions and actively listens and learns from those around them. Applies effective communication when actively engaging with stakeholders and teams of volunteers.
	Collaboration	Is an integral team member, contributing to team excellence and maintaining strong relationships with colleagues and stakeholders.

## SKILLS AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Outstanding interpersonal and written communication skills</li> <li>• Ability to work to deadlines and balance multiple priorities</li> <li>• Excellent IT skills – particularly Excel</li> <li>• Strong numeracy skills and ability to process financial data</li> <li>• Ability to manage own time and work autonomously</li> <li>• Strong attention to detail</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Fundraising experience</li> </ul>

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	<ul style="list-style-type: none"> <li>• Interest in / knowledge of international development</li> <li>• Project management experience</li> <li>• Experience using a CRM database</li> </ul>
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## 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 an officer/ assistant coordinator.

### **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.

### **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: Friday 12 April 2019 at 9am**

Interviews will take place: 15-19 April 2019

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