



Oakfield Park, 32 Bilton Road, Rugby, Warwickshire CV22 7HQ ☎01788 564646
Registered charity in England and Wales (281074) and Scotland (SC043743)

Fundraising Events Coordinator Job Description

Salary: £30,000 pro rata

Job type: Part time (three days per week)
Permanent with August 2024 start
Working from home and from locations in Greater London

Reports to: Head of Fundraising and Communications

Summary

HCPT is a national registered charity offering pilgrimage holidays to Lourdes in the south of France for disabled and disadvantaged people.

Every Easter around 1,000 disabled and disadvantaged children and young people enjoy a fun and safe week in Lourdes, staying in hotels with their volunteer helpers. Each Summer over 1,500 people, many of them with disabilities or life limiting conditions, enjoy a week at HCPT's Hosanna House in Bartrès near Lourdes. The letters "HCPT" stand for the Hosanna House and Children's Pilgrimage Trust.

HCPT is a charity with its roots in the Catholic faith. However our organisation and services are open to all. Our volunteers, beneficiaries and staff come from diverse backgrounds, walks of life and from all faiths and none. We know we have more to do to become a truly diverse organisation, and we are on a journey towards that goal.

Could you be HCPT's first Fundraising Events Coordinator?

We're looking for someone enthusiastic and proactive who can run our new fundraising events programme in Greater London. The programme is based on a system of events fundraising from the USA which has worked well for us in the past. You'd be coordinating the events themselves, as well as a small team of staff and volunteers from every level of HCPT, to maximise success. Full training would be given.

The programme starts in Autumn 2024 with small "HCPT discovery hours" held in local churches and homes every week or two, likely in the evenings. After a year these culminate in an annual, large scale, one hour "ask event" in central London.

You'd work from home and from the event locations themselves. As a member of HCPT staff you'd also be expected to work from the beautiful shrine of Lourdes in France for 12 days every Easter, and occasionally from HCPT's HQ in Rugby, Warwickshire.

Key responsibilities

- Working with the Head of Fundraising and Communications, to organise the weekly/fortnightly discovery hours and annual ask events.
- Follow up with guests from the events.
- Liaise with guests who're interested in becoming more involved.
- Meet financial and non financial targets.
- Ensure that all data is captured onto HCPT's CRM database.
- Other duties as required, potentially including some fundraising from charitable trusts and administration/promotion of HCPT's Bernadette Club lottery.

Essential skills / experience

- Able to communicate in a warm and enthusiastic manner with HCPT supporters and volunteers in person, by phone and in writing.
- Transferrable experience of running/leading a series of events.
- Outgoing and able to demonstrate a true passion for HCPT's mission.
- Self-motivated and proactive. Able to meet deadlines while managing and prioritising a busy workload.
- Administration experience.
- Respect for the values of HCPT.
- Willingness to work outside normal working hours, including evenings and occasional weekends throughout the year.
- Willingness to work in Lourdes, France, for 12 consecutive days over Easter during HCPT's annual Easter pilgrimage. Flights, hotels, subsistence and time off in lieu would all be provided.

Desirable skills / experience

- Fundraising experience, especially of events and/or high net worth individuals.
- Familiarity with a CRM database.
- Experience/understanding of HCPT, and/or the Catholic faith, and/or pilgrimage.

Safeguarding

HCPT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. It expects all its trustees, volunteer helpers and staff to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent", must be declared.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to have an enhanced DBS or PVG Certificate issued for HCPT; we do not accept third party certificates. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Our safeguarding guidance is available at: www.hcpt.org.uk/safeguarding

Next steps

For more information, and for an informal chat about the role, please contact George Overton (Head of Fundraising and Communications) on 01788 564656 / george.overton@hcpt.org.uk.

To apply, send in your CV and covering letter (which should indicate how you meet the skills and experience required), to: george.overton@hcpt.org.uk

We will be regularly interviewing for the post so please apply as soon as possible if interested.