



Yorkshire Funders Role description & person specification Events, Administration and Communications Officer

Permanent, part time contract, Yorkshire home-based working
21-28 hours a week – hours to be agreed for the successful candidate
Salary for 21 hours £18,000
Salary for 28 hours £24,000
Full time equivalent salary £30,000
25 days holiday plus pro-rata Bank Holidays
Employers pension contribution of 5%
Desired start date 6th January 2025

About the Organisation

Yorkshire Funders is a registered charity that provides networking, learning, and collaboration opportunities for grantmaking organisations supporting the voluntary and community sector across Yorkshire. With a growing membership, including national funders and local charitable trusts, Yorkshire Funders plays a key role in fostering relationships that enhance the collective impact on the people and communities of Yorkshire. See our website: www.yorkshirefunders.org.uk for details of the events and training we offer.

Role Overview

This role is ideal for a natural organiser who enjoys creating well-managed, interesting and engaging events while ensuring efficient administration and communication with members. The successful candidate will play a key role in driving collaboration and learning among grantmakers in Yorkshire.

The Events, Administration, and Communications Officer will work closely with the Director to deliver a varied calendar of high-quality events, including the prestigious **Yorkshire Funders Annual Conference**, which brings together key players in the grantmaking sector. The role will focus on meticulous planning and execution of events, building connections among members, and ensuring smooth administrative processes and impactful communication.

This role requires a highly organised and detail-oriented individual with extensive **events management experience**, capable of handling both in-person and virtual events with professionalism and precision. You will play a key part in creating events that foster learning and collaboration across the sector.

Key Responsibilities

1. Events Management
 - Lead Event Organisation - Coordinate a range of events, from small, online workshops to the flagship Yorkshire Funders Annual Conference, a prestigious gathering that brings together over

a hundred people from national and local funders. This includes managing all aspects of event planning and logistics, such as venue selection, catering, AV arrangements, and registration.

- End-to-End Event Coordination - Take full responsibility for the planning, promotion, and execution of events from the Yorkshire Funders' annual calendar. Ensure all elements, including speakers, programmes, and attendee logistics, are meticulously handled to deliver seamless and impactful experiences.
- Virtual and In-Person Expertise - Manage both virtual events (via Zoom) and in-person gatherings. Use tools like Eventbrite and Zoom to handle bookings and attendee communications, ensuring everything runs smoothly, regardless of format.
- Engagement with Stakeholders - Serve as a point of contact for event speakers, sponsors, and attendees. Ensure clear communication, briefing of speakers, and that attendees are well-informed and engaged before, during, and after each event.
- Event Summaries & Follow-Up - After each event, produce detailed event summaries, including key insights, speaker presentations, and useful follow-up materials. Ensure these are shared via the website (WordPress) and through member communications.

2. Administration

- Membership Management - Serve as the go-to person for all membership matters. Maintain and regularly update the membership database using Salesforce, ensuring every contact is current and accurate. You'll also handle membership invoicing, ensuring timely payments and following up on outstanding fees.
- Invoicing & Record-Keeping - Be meticulous in tracking payments and keeping financial records up to date. Issue annual membership invoices, log payments, and ensure expenses and vendor payments are processed in a timely and accurate manner.
- Governance & Reporting - Assist with governance by taking minutes and maintaining official records. Ensure compliance with Charity Commission requirements, including the submission of annual returns.
- General Administration - Keep up-to-date records of all activities, projects, and communications. You will ensure that records are organised, accessible, and properly archived, providing efficient administrative support to the Director and trustees when needed.

3. Communications and Social Media

- Website Management - Regularly update the Yorkshire Funders website using WordPress, ensuring the news and events sections are current. Post relevant content such as event summaries, sector news, and key updates.
- Social media - Manage and regularly update Yorkshire Funders' LinkedIn profile to engage with members, promote events, and share news. Ensure LinkedIn posts align with the charity's mission and help build relationships within the grantmaking community.
- Marketing & Promotion - Assist in promoting events and activities through website updates and social media posts. Work with tools like Mailchimp to send newsletters and event reminders to members.

Person Specification

Essential Skills & Experience

- **Extensive Events Management Experience.** Proven experience organising both large-scale events (such as conferences) and smaller workshops, with expertise in managing all logistics from start to finish. Experience delivering both virtual and in-person events is essential.
- **Administrative Excellence.** Be the go-to person for membership, invoicing, and administration. Strong organisational skills and the ability to maintain meticulous records, particularly for membership management and financial processes, are crucial.
- **Attention to Detail.** A natural organiser with exceptional attention to detail, especially when managing event logistics, financial records, and membership databases (ideally Salesforce).
- **Communication Skills.** Strong written and verbal communication skills, with the ability to engage and maintain relationships with members, event attendees, and partners.
- **IT & Social Media Proficiency.** Proficient in using Microsoft 365, Zoom, Eventbrite, WordPress, and Salesforce. Experience in managing social media platforms, particularly LinkedIn, and using them to promote events and engage with stakeholders.
- **Home Working & Self-Motivation.** Experience working from home with the ability to manage workloads independently and adapt to changing priorities.
- **Knowledge of Yorkshire.** Resides in Yorkshire and a full driver's licence and access to a car are required.

Desirable Skills & Experience

- Financial Management. Experience managing event budgets, invoicing, and processing payments.
- Marketing Tools. Experience using tools like Mailchimp for email campaigns.
- An understanding of the local voluntary and grantmaking sectors.
- Charity Governance. Familiarity with the governance processes of charities, including reporting to trustees and the Charity Commission.

How to Apply

Please submit your CV and a cover letter detailing how you meet the person specification and why you want this role to Jan Garrill, Associate Director jan@yorkshirerunders.org.uk

If you have any questions about this role, please contact Jan for an informal conversation

The deadline for applications is Monday 28th October 9am

Initial interviews will be held on 5th November in Leeds, with second round interviews on xxxx November.