

Job Profile – Fundraising Events Co-Ordinator (Voluntary)

Job Purpose:	You will work closely with CEO and wider Megacentre Rayleigh team to plan and deliver a schedule of fundraising events and activities to increase the charities unrestricted funds.
Time Commitment:	Approximately 2 hours per week
Core Tasks:	<ul style="list-style-type: none"> • Planning and arranging fundraising events within the local community to raise funds for Megacentre charitable work • Championing Megacentre Rayleigh locally to increase regular donations
Experience & Skills:	<ul style="list-style-type: none"> • Very good written and verbal communication skills • Good organisational skills • The ability to gather a crowd • Experience of running events
Opportunities:	<ul style="list-style-type: none"> • Support a charity make a difference in lives of parents, children and young people • Develop new skills and existing skills • Meet new people • Out of pocket expenses • Supervision, support and training
Attributes	<ul style="list-style-type: none"> • A belief in the cause of the Megacentre Rayleigh • A confident and articulate individual able to communicate effectively with others • A person who is sympathetic towards Christian values and is able to contribute actively to the aims, ethos and values of the MegaCentre Rayleigh. • A person who is flexible over hours of work. • A person who is able to work effectively as part of a team and under their own initiative. • A person who is honest, reliable, hardworking and committed • A person who can think creatively • A person who has the ability to work under pressure and time constraints

Contact: megastaff@megacentrerayleigh.co.uk
01268 779100