



Job Description

Events and Partnerships Officer

Location:	The role is based at the Trust's office in West Berkshire with a minimum of two days per week expected to be worked at our Newbury office. Flexible working arrangements are available with the understanding that this must meet the objectives of the charity and requirements of the role.
Accountable to:	Senior Events and Partnerships Manager
Start date:	As soon as possible
Hours of work:	Part-time (0.6 FTE / 21 hours per week) Part-time (0.8 FTE / 28 hours per week)
Salary:	£26,936-£30,318 pro rata

Purpose

This is an exciting new role supporting the delivery of the events and partnerships programme within a leading mental health charity.

We are looking for someone with a love for events and a passion for supporting people, who is excited by the prospect of raising funds that make a difference for young people's mental health. You will be an excellent communicator, highly organised, and able to work on multiple projects concurrently. You will be committed to delivering an exceptional supporter experience for our event participants and corporate and community partners. Experience within the third sector is desirable but not a necessity.

As an Events and Partnerships Officer, your role is to support the planning, delivery and promotion of an exciting calendar of fundraising events, and support our corporate and community partners in their fundraising efforts.

Key responsibilities and duties:

Supporting our events programme

- Supporting the overall delivery of our events programme, working closely with the Senior Events and Partnerships Manager, Head of Fundraising and voluntary fundraising committees.
- Take a lead role on the planning, delivery and evaluation of a number of events within the calendar - which may include budgeting, liaising with third-party event organisers, logistics, risk assessment, promotion, participant engagement and post-event analysis.
- Monitor online fundraising and maintain event income and supporter records in the database, working closely with the Fundraising Assistant and finance team on processing income and invoices.
- Act as a point of contact for our various voluntary fundraising committees, supporting them with their activities, and providing event guidance and administrative support to enable them to deliver successful events and reach income targets.
- Working closely with our communications team, co-ordinate the marketing and promotion of our events programme. This will include: writing copy, building emails, supporting social activity, multi-channel promotion planning and supporter engagement campaigns.
- Collaborate on the design and production of event materials, including the development of event-specific fundraising packs and downloadable resources.
- Represent the Charlie Waller Trust at events as required which will include ad-hoc evenings and weekends for which time off in lieu will be given.

Supporting our partnerships

- Co-ordinate partnerships with community and corporate supporters, building long-term relationships and ensuring that partners feel valued and partnership objectives are met.
- Steward relationships with key people within our community and corporate partners, engaging them with the cause.
- Send fundraising materials (including t-shirts, information packs, etc.) to individual supporters, corporate partners and community groups raising money for us.

General responsibilities and duties

- Ensure that systems and processes are used as expected, and that our database is being updated and utilised as the central source of information.
- Provide regular updates on progress against agreed objectives and contribute to wider departmental fundraising reports as required.
- Ensure compliance to data protection, safeguarding, confidentiality and relevant organisational policies and procedures.

- Other duties as may be reasonably prescribed by the trust, appropriate to the grade and responsibilities of the post.
- Liaise with a wide variety of people and organisations including supporters of the charity, trainers and funders.
- Routine call handling as part of the wider office administrative team.

Person Specification

The successful candidate is likely to have most of the following competencies and experience but not necessarily all. If you feel that you are a strong candidate, please do apply.

Criteria	Essential	Desirable
Skills required and relevant experience	• Highly organised and able to prioritise, plan effectively and work to deadlines • Excellent relationship management skills • Excellent oral and written communication skills • Comfortable working with databases to manage supporter records and report on progress • Comfortable with digital tools to aid promotion and fundraising. • Experience of working in an events role or in a similar field • Experience of working to, and delivering against, targets	• Experience in using database software or a willingness and competence to pick up this skill quickly • Experience or confidence in using social media advertising to drive engagement and participation in events • Knowledge of GDPR requirements • Experience of a variety of different fundraising events and fundraising platforms • Experience of managing corporate and/or community relationships • Knowledge of fundraising in the UK charity sector
Attainment	• GCSE English and Maths (Grade 4/C or above) or equivalent by experience • Proficiency with standard Microsoft Office software	• Relevant further or higher education qualification of relevance • Evidence of interest in partnerships, marketing, or related disciplines (e.g. through previous roles, internships, or student societies)
Personal attributes	• Solution-minded with a can-do attitude towards any task or challenge	• Interest in and awareness of mental health issues

	• Professional, enthusiastic and flexible, with a strong willingness to learn • An ability to work independently on projects as well as an enthusiasm to support the wider Fundraising Team. • Great interpersonal and social skills • A commitment to working to meet the charity's objectives. • Enthusiasm for events, corporate and community fundraising • Creativity and willingness to try new things • Comfortable in representing the charity	
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To apply

If you would like an informal discussion about the role with our Head of Fundraising, this can be arranged via email to recruitment@charliewaller.org

The deadline for applications is 12 noon on Tuesday 18th November 2025.

Please submit via your chosen job website, or send your CV and a supporting statement to recruitment@charliewaller.org. We ask that you structure your supporting statement, by providing relevant information under person specification bullet points (combining these if multiple points are effectively responded to by one experience). Please try to keep your supporting statement to a maximum of 800 words, excluding headers. **Applications will not be considered without a supporting statement.**

You will hear back from us by Friday 21st November, if not before and should you be shortlisted, an interview will take place w/c 24th November and will involve a competency interview along with a short presentation.

We will provide details about the task 24 hours in advance to allow candidates time to prepare and we will also provide 50% of the interview questions in advance so that all candidates can perform at their best.