



JOB POSTING – Events and Engagement Manager

Organisation:	Right To Play UK
Reports to:	Head of Communications and Engagement
Work location:	Flexible with regular travel to London (office is in Kennington) A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Authorised to work in:	UK (Eligible to work legally without requiring sponsorship or work permit)
Salary range:	£37,000 - £42,000 per annum
Holiday:	25 days plus statutory holidays
Contract:	Permanent/Full-time, with option to consider flexible/part-time pattern requests
Closing date:	Open until position filled

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organisation focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Events and Engagement Manager is a key member of the UK's Communications and Engagement team, working to deliver activities that help to build Right To Play's brand, engage our supporters and encourage new people to support Right To Play's work, ultimately helping the millions of children in our programmes. They will lead on delivering and developing an existing portfolio of successful events as well as fostering supporter engagement. This is an exciting opportunity to join our growing organisation delivering a new strategic plan, working with a passionate team working to help children rise above adversity through the power of play.

PRIMARY RESPONSIBILITIES:

- Lead Right To Play UK's signature annual fundraising events (Sports Quiz, Fundraising Dinners with auctions, etc.) working cross-functionally with internal and external stakeholders.
- Project manage event delivery from start to finish, leading on planning, communication, fundraising activities, talent support and events logistics, working with key suppliers to deliver an excellent standard of event within a restricted budget.
- Manage and report on income and expenditure budgets for all events and engagement fundraising.
- Design and deliver new fundraising events which build support for Right To Play across the UK.
- Develop Right To Play UK supporter engagement, expanding our network and nurturing existing supporter relationships.
- Support the work of the Communications and Engagement team to develop support across a range of audiences, including schools, community groups, challenge participants and individuals.
- Represent the UK on the Right To Play global events team.
- Work closely with external partners (e.g. Football clubs and institutional donors) to develop joint event and explore opportunities to expand UK supporter engagement.
- Support the delivery of fundraising campaigns, including directly supporting communications activities, working with the Right To Play UK team.
- Work alongside the Operations Manager to refine and develop our supporter journey and fundraising processes.
- Represent the team in appropriate working groups, workshops and/or meetings/other events as directed and actively participate in team meetings and planning.
- Utilise Mission CRM (supporter database) to record and manage all event related transactions and activities to comply with financial control requirements and support effective relationship management.
- Participate in activities to support our growth globally, as required.

PERSON SPECIFICATION:

Essential

- At least two years' experience of delivering large scale fundraising events for a high value audience.
- A proven track record in managing and motivating volunteer event committees to meet financial targets and engage their networks.
- Experience of working with recognised event suppliers and building successful relationships as well as carrying out supplier reviews, venue research and managing tender processes.
- Experience of supporting challenge events and stewarding supporters through a broader range of activities.
- Excellent interpersonal skills and the ability to deal sensitively and diplomatically with a variety of people, internally and externally.
- Experience of working with a supporter database and excellent working knowledge of Microsoft Office, in particular Word, Excel and PowerPoint.
- Ability to manage budgets including forecasting, monitoring, maintaining agreed cost/income ratios and regular reporting of outcome against KPIs.
- Experience of managing a varied workload and balancing conflicting priorities.
- Ability to handle challenges and develop solutions, working flexibly and collaboratively with enthusiasm and commitment.
- Willingness and ability to work additional hours as required at events and business meetings (with TOIL provided).
- Understanding of and commitment to the aims and values of Right To Play.

Desirable

- Understanding of International Development issues and context.
- Understanding of charity fundraising regulations and Data Protection legislation.
- Experience of digital marketing or maximising fundraising income through digital products and channels.
- Experience of working within a global organisation/charity.
- Experience of managing staff and volunteers.
- Qualification/Accreditation in fundraising and/or event management.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognised organisation with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including personal learning and development days.



HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) with your CV and cover letter in English.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organisation. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com.

To learn more about who we are and what we do, please visit our website at www.righttoplay.org.uk