



Fundraising & Events Manager job description

Location – London, flexible working with frequent travel throughout the UK and abroad

Salary – £37,450 + discretionary bonus

Pension – up to 12% pension (6% employee, 6% employer)

Hours – 37.5 hours per week with occasional evening and weekend work

Holiday – 25 days plus bank holidays. Club Peloton is also closed between Christmas and New Year

Resources – laptop provided

Club Peloton is a unique grant-making charity. A community of people working predominately in the built environment sector, coming together to network, fundraise and ride to transform the lives of young people.

Main purpose of role

This is an exciting opportunity right at the heart of Club Peloton, providing year-round event and fundraising support to our community of riders and sponsors, and assisting the team with the delivery of the UK and overseas events programme.

Position in organisation

- Reports directly to the Chief Executive
- Manage day-to-day relationships with riders, sponsors and charity partners
- Supervise participants, crew and volunteers on events

Dimensions and limits of authority

- Responsible for managing event participants' fundraising
- Responsible for planning and delivering event launches, rider briefings and community engagement activity
- Responsible for the support and care of the Club Peloton community of riders, sponsors and charity partners
- Responsible for reporting on the impact of all Club Peloton charitable support

Duties and key responsibilities

- Act as the main point of contact for all Club Peloton events
- Deliver sector-leading supporter care with excellent stewardship of participants and enquirers across the events programme – increasing fundraising per head, event registration and repeat participation
- Work with the Marketing Team to develop fundraising materials
- Manage the day-to-day administration and future growth of the Club Peloton community
- Manage event launches, rider briefings and community engagement events
- Coordinate the relationship with all Club Peloton charity partners and sponsors
- Establish and maintain excellent relationships with new and existing external partners
- Devise and effectively report on the impact to beneficiaries of Club Peloton's support



- Provide thorough briefing documents, advice, guidance, support and fundraising guidance to riders and volunteers
- Deliver presentations and speeches when required
- Represent Club Peloton at events and deliver an excellent supporter experience
- Provide administrative and event support for cycling events to help deliver a first class and safe cycling events programme
- Coordinate Club Peloton training rides
- Coordinate and liaise with event ride captains
- Manage all event registration and payment processes
- Manage the Club Peloton office and event equipment
- Manage with the Marketing Team our relationship with Hivebrite, providers of our community platform
- Source and work with third party suppliers
- Ensure that events processes comply with relevant charity legislation
- Undertake any other duties or projects commensurate with the nature of the role as required

Person specification

All the following requirements are essential, unless marked with a * when they are desirable.

Education and qualifications

- Numerate and literate with a good standard of education and educated to degree level
- Experience of maintaining and managing databases
- Competent with computers and the use of Microsoft Office (Word, Excel, PowerPoint etc.)
- Knowledge of Charity Law *

Skills and experience

- Experience of administration and account management
- Experience of working within a small team
- Experience of managing partnerships
- Experience of working in events
- Excellent communication skills both verbal and written
- Ability to build and maintain relationships with supporters and partners
- Ability to maintain records accurately
- Excellent interpersonal skills
- Ability to work to deadlines
- Knowledge or experience of the cycling industry *
- Knowledge or experience of the charity sector
- Experience of working in a customer relations environment
- Experience of Community Fundraising *
- Proven track record of delivering income and expenditure budgets
- Good planning and prioritising skills to manage a varied and pressurised workload



Personal attributes / qualities

- Confident, enthusiastic, ambitious, and innovative
- Target driven, self-motivated and with a 'can do' attitude
- Trustworthy, patient and a good relationship builder
- Enjoys working as part of a team – will support the wider team and muck-in when the call comes
- Comfortable working remotely
- Attention to detail and the delivery of high-quality work
- Passion for charity and the positive development of young people
- Happy to get stuck in and ride a bike from time to time – don't worry, we can support and help you achieve this!

To apply, please send your CV and covering letter to nick@clubpeloton.org, to be received no later than 5pm on 11th October 2022. Interviews will be held the week commencing 17th October 2022.