

JOB DESCRIPTION

Job Title:	Events & Networking Manager
Accountable to:	Head-Of Toilet Twinning
Location:	Hybrid/ 1054 Christchurch Road, Boscombe East BH7 6DS
Hours of work:	35 hours per week; evening and weekend working will be required.
Salary:	£32,000 - £42,000

Why Toilet Twinning & its sister campaigns?

In 2010, Toilet Twinning was set up as a joint venture of founding charities Cord and Tearfund. Since 2015, it has been a fundraising arm of Tearfund alone.

In March 2020, Tap Twinning was launched to raise funds for Tearfund's Covid response - and it then became a long-term twinning product in the Autumn of 2020.

In September 2020, Bin Twinning was launched to raise funds for social enterprises that are being set up to provide rubbish collections and recycling services in poorer nations.

In May 2021, Fridge Twinning was launched as a hunger crisis appeal - to raise essential funds for emergency food programmes and livelihoods support.

Why you?

This role enables you to play a pivotal role in a fundraising initiative that is passionate about ending generational poverty in some of the poorest places on earth.

This is the place for you if you **love** new ideas; **strive** for open, honest, and trusting working relationships; **pursue** excellence while accepting that it's not always possible to get there; **dare** to fail; **embrace** learning and **enjoy** celebrating the successes of those around you.

Purpose

This key role will raise funds for the Twinning product suite (currently toilets, taps, bins and fridges - but ever expanding) by developing and implementing a bold strategy for face-to-face fundraising and ambassadorial engagement.

You will be instrumental in seeing an increase in support from individuals, schools, groups, churches and businesses across the UK.

Your day-to-day work will involve planning, managing logistics and attending a host of events and networking opportunities - including Christian and secular festivals, district and national conferences, and B2B networking events across the UK.

You will build strategic relationships with potential influencers, ambassadors and business leaders and identify ways for them to act on behalf of the charity.

Tasks

1. To build on Toilet Twinning's proven track record at Christian and secular summer festivals - and to be the lead team member at all face-to-face festivals, including but not limited to Spring Harvest (Easter), Big Church Festival (May), Glastonbury Festival (June), New Wine (July/August) and David's Tent (August). You will run the Toilet Twinning stand at events by leading the team of volunteers and speaking with delegates.
2. To explore partnership opportunities with secular music festivals such as V, Boomtown, Creamfields, Reading, Isle of Wight etc
3. To explore partnership opportunities with corporates - eg Charity of the Year tie-ins etc
4. To lead on networking opportunities that attract key audiences such as schools (eg. headteacher conferences, chaplaincy events), groups (strategic district and annual conference opportunities associated with Soroptimists, Rotary, Inner Wheel, WI, Lions etc), businesses (*Loo of the Year Awards*, *Let's Recycle* etc), churches (diocesan opportunities). Building this strategy will involve securing keynote speaker bookings.
5. To lead on the recruitment of influencers, ambassadors and business leaders to act as gatekeepers to spread the word about Toilet Twinning
6. To support the Volunteer Officer with regional events aimed at recruiting or retaining volunteers
7. To deliver in-person or virtual events organised by the Twinning team to engage with key supporters
8. To report monthly on the progress of the annual Events & Networking Plan, and track related KPIs

Key considerations

- You will need to travel across the UK to maximise networking and other face-to-face opportunities
- You will need to be willing to attend weekend and week-long events that take place across the year - particularly, but not solely, in the months of May-August
- You may also be required to undertake other activities as deemed appropriate by the Leadership Team to support activities that contribute to the growth and sustainability of Toilet Twinning, Bin Twinning and Twinning Appeals.

Person Specification

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of project management • Full driving licence • Willing to drive a van to events 	<ul style="list-style-type: none"> • Degree or equivalent • Experience of working in the charity sector • Experience of events management • Experience of the corporate environment
PROVEN ABILITIES	<ul style="list-style-type: none"> • Ability to develop and deliver a strategy • Planning, budgeting, forecasting • Strong people skills • Ability to work effectively under pressure, managing multiple projects to meet time deadlines • A track record in working to targets 	
SKILLS/KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and use of Microsoft Office • Creativity, and enthusiasm to develop and utilise the creativity that lies in others • Ability to influence and communicate with a wide range of people in order to gain new support for the Twinning initiative • Outward looking and responsive to new opportunities • Team builder and team player • Ability to relate well with the general public • Ability to delegate and hold people to account 	<ul style="list-style-type: none"> • Advanced MS Word, Excel and PowerPoint skills • Marketing or Fundraising experience • Sales experience • Inspirational speaker • Strong networks / connections within the UK Christian community
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Compassionate and sympathetic to Toilet Twinning's commitment to seeing people released from generational poverty 	