

Labour Party Job Description

Job title:	Regional Fundraising and Events Officer
Responsible to:	Regional Director
Responsible for:	Regional events and fundraising
Location:	Labour North West Regional Office
Key Purpose:	The Regional Fundraising and Events Officer is responsible for a programme of successful events in the Region and for a sustainable fundraising programme.

Specific Responsibilities:

1. Agree and deliver a programme of events that meet the political and fundraising needs of the Region in conjunction with the Regional Director and the Regional Board.
2. Deliver the annual Regional Conference in conjunction with the NW CAC
3. Provide administrative support to the relevant working groups of the Regional Board.
4. Provide support to other Regional Staff and CLPs in the delivery of events and fundraising.
5. Build and maintain a successful fundraising strategy through regular and one-off small donations.
6. Build and maintain relationships with potential and current donors.
7. Build and maintain relationships with NW businesses.
8. Maintain the Regional database of businesses.
9. Undertake any other reasonable tasks (including duties outside the region) as may be required by the Regional Director.

Labour Party Person Specification

Knowledge

- Knowledge / understanding of the Labour Party and its structures.

Experience

- Experience of working on and organising events and visits.
- Fundraising experience.

Skills

- The ability to work accurately with excellent attention to detail.
- Excellent written communication skills.
- Excellent organisational skills and attention to detail.
- Ability to develop clear objectives, assess success and report back in a clear way.
- Ability to work effectively within a team.
- Self-motivation.
- Good presentation skills.
- Ability to prioritise work effectively under tight deadlines.
- Effective organisation, including the ability to manage conflicting work priorities.
- Ability to effectively use Microsoft office applications (Word, PowerPoint, Excel and Access).
- Ability to work proactively with a variety of stakeholders.