



Challenge Events Assistant

CoppaFeel!

Based at Boob HQ, London / Hybrid - 2 days in the office per week

Full Time - 37.5 Hours (Occasional evening and weekend work may be required)

Start date - September 2024

Salary - £26,000 per annum

About CoppaFeel!

CoppaFeel! exists to educate and remind every young person in the UK that checking their boobs isn't only fun, it could save their life. We are the first breast cancer charity in the UK to create awareness amongst young people, with the aim of instilling a new healthy habit that could one day save their life.

We are a small team which, collectively, has one almighty big voice. We were founded out of a need to right wrongs, and when we hear of more people diagnosed late, or young people dying from this disease, we know there isn't a more powerful reminder to get up out of bed every morning.

CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering everyone to be proactive about their health, as well as their outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here and continue to be supported by people like you, we will do all we can to make sure this doesn't continue to happen.

The Role

The CoppaFeel! fundraising team is going through a very exciting period of growth! So we are looking for a passionate new team member to take on the role of **Challenge Events Assistant**.

The role of **Challenge Events Assistant** will sit within the *CoppaFeel! Challenge Events team*, in the *Fundraising Department*. You will work with both our *Bespoke Challenge Events Manager* and our *Sporting Challenge Events Manager* to support on CoppaFeel!'s challenge events portfolio. This includes our flagship 'CoppaTrek!' events that will look to bring in over £1.2 million in 2024, as well as our sporting events programme that includes London Landmarks Half Marathon, Vitality 10k, Royal Parks Half Marathon and Brighton Marathon – to name but a few!

In this role, you will be the first point of contact for all challenge events participants, providing excellent supporter experience and building relationships whilst offering motivation and fundraising advice. Alongside delivering outstanding supporter care, you will also handle essential administrative tasks to ensure the smooth running of our day-to-day operations and so that our events go off without a hitch.

This role does require some evening and weekend work – although not behind the laptop! Instead you might be cheering on a team of runners at the sidelines of a marathon race, or lacing up your hiking boots, and walking and talking, alongside our CoppaTrek! participants. Therefore, please bear in mind that as part of this role, you will be expected to travel and may have to stay away from home on occasion. Should you be required to work on weekends, you will be entitled to time off in lieu.

This is a hybrid role, with the expectation that you will attend the London office at least 2 days per week. You will also be required to attend the office for quarterly team meetings, department meetings and in person training – for which we will give you notice ahead of time.

This is a brilliant opportunity for someone to join our growing fundraising team and get invaluable experience within the charity events sector – all whilst helping to shape the future of CoppaFeel!'s challenge events offering! You'll be at the forefront of our mission to educate and empower young people about the importance of early detection of breast cancer, and therefore will be enthusiastic, compassionate, and thrive in a busy environment.

CoppaFeel! reserves the right to close the vacancy early in the event that we receive a high number of applications before the closing date.

Position in the organisation

- Sits within the Fundraising Team
- Reports to Bespoke Challenge Events Manager
- Works closely with the wider Fundraising Team as well as teams in Volunteering, Finance, Marketing and Operations

Duties and Responsibilities

Third-Party Challenge Events

- First point of call for event fundraisers. Responding to enquiries by phone, email, social media and at face-to-face events
- Ensure participants are entered into the event in a timely manner, ensuring there is an open line of communication for any questions or concerns
- Support with the recruitment of participants for challenge events – through social media campaigns, donor emails and in person events.
- Update the CoppaFeel! website with challenge event information and keep up to date with new events and opportunities
- Provide excellent supporter experience and build relationships with participants, whilst offering motivation, fundraising advice and ensure they reach their fundraising targets
- Support the Challenge Events Manager with the coordination of on the day cheer points for our big mass-participation events, working closely with the Volunteer Manager to recruit cheer squad volunteers
- Attend challenge events, sometimes out of office hours

Bespoke Challenge Events (CoppaTrek!)

- Support the Bespoke Challenge Event manager with the planning and delivery of CoppaFeel!'s two flagship 'CoppaTrek! with Gi' events, and two one-day UK 'CoppaTrek events!'
- Be the first point of contact for CoppaTrek! participants in the build up to, and following the event; including the sending of regular emails, phone

calls, distribution of fundraising materials and the organisation of trekker Zoom meetups

- Send fundraising materials, incentives and merchandise to our trek participants
- Be willing to attend our treks in person, assisting the Challenge Events Manager with the smooth running of the event

General Responsibilities

- Respond to a range of fundraising enquiries in a timely manner, liaising with supporters via email and over the phone as appropriate
- Send out ad hoc postal requests for Fundraising materials from CoppaFeel!'s office
- Maintain event database records and ensure supporter data is kept accurate and up to date
- Manage volunteers and fundraisers effectively, inspiring them to support CoppaFeel! long term
- Work and collaborate across all departments of CoppaFeel! to ensure our health messaging and core values are at the heart of everything we do
- Work flexibly and sometimes remotely, with occasional work outside core hours including weekends (time off in lieu given for weekend work)
- Adhere to GDPR requirements.
- Participate in CoppaFeel! fundraising and full team meetings.

Skills, Experience and Qualifications

Essential

- Excellent organisational and time management skills
- Excellent communication skills via telephone, email, and digital platforms
- Exceptional interpersonal skills, especially ability to build relationships
- Very good administrative skills
- Ability to plan and meet deadlines
- Ability to work effectively with colleagues at all levels across the department and organisation
- Ability to successfully manage multiple projects and a busy inbox
- Comfortable meeting new people and building relationships
- Good initiative with an eagerness to learn

Desirable

- Experience of fundraising or working in the charity sector
- Experience of attending charity sporting events
- Experience working with volunteers, supporters or clients
- Experience of working in an admin based role
- Good social media skills
- Knowledge of marketing and promotion

Application information

Applications will close on 18th July at 9am, with the aim to hold first round interviews taking place on 22nd and 23rd July 2024.

If you are taken through to the interview stage, we will send interview questions through to you 48 hours prior to the interview.

Main Benefits and Terms & Conditions

Annual Leave entitlement – 22 days + public holidays, a day off for your birthday and for Kris' cancer anniversary.

Benefits

- Wellbeing fund
- Employee Assistance Programme
- Access to Self Space training and 1:1 therapy
- Core working hours 10am – 4pm
- Enhanced Maternity and Paternity Leave

Equality, Diversity, and Inclusion

At CoppaFeel! we support a diverse range of communities and we understand that diversity within our team is central and crucial to meeting the needs of the young people we exist to serve. We strongly encourage applications from Black, and people of colour, LGBTQIA+ candidates, candidates with disabilities, from men, and from those with a lived experience of cancer because we would like to increase the representation of these groups within the charity.

We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognise the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.

While the successful candidate will be selected purely on merit, in the event of a tie between two candidates with equal suitability, we may select a candidate with lived experience of the issues we are seeking to address through our work.

We are a Disability Confident Employer and we commit to offering an interview for all applicants with disabilities who meet our required criteria for the role. If you have any accessibility requirements or need any adjustments for the interview process please get in touch.