# Role Profile

**Events Operations Manager (Maternity cover to September 2023)**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Events Operations Manager (Maternity cover to September 2023)</th>
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<tbody>
<tr>
<td>Reporting to</td>
<td>Head of Events and Supporter Relations</td>
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<tr>
<td>Line Management responsibility</td>
<td>No</td>
</tr>
<tr>
<td>Location</td>
<td>The British Asian Trust Offices, London</td>
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</tbody>
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## Key Accountabilities

### Job Purpose

The role of the Events Operations Manager is to work with the events team, to plan and deliver the fundraising, cultivation and engagement events for the British Asian Trust.

### Main Responsibilities

**Implement the events plan**

Implement and delivery of the events calendar and to achieve the income generation objectives, including: cultivation events, engagement events and fundraising events.

Events are likely to include:
- A 220 mile challenge bike ride with 20 plus participants,
- The BAT Annual Gala Dinner,
- A host of servicing events.

**Fundraising events**

Collaborate with senior leaders and volunteers to plan and implement operational plans for six figure fundraising events.

Liaise with relevant third parties, including production companies and deliver events in accordance with laws and regulations.

Support in the sourcing of auction items, entertainment and speakers.

Ensure logistics and travel, where needed, is planned and delivered.

Implement sponsor deliverables and any necessary branding.

Prepare all necessary collateral and communications pre, during and post event with the support of the Communications Team.

Ensure full event briefs and support is given to senior leaders representing the charity at events.

Attendance at the events, some of which will be in the evenings and at weekends.

Work with the Communications team to ensure internal and external PR.

Produce regular reports on performance against KPIs and objectives.

**Finance planning and monitoring**

Produce detailed expenditure budgets for all events and activities.

Produce monthly variance reports on expenditure.

Work with the Finance Team to manage invoicing and payments to suppliers and contractors.

**Thanking and banking**

Deliver a systematic ‘thanking and banking system’, ensuring:

- Invoicing is conducted in a timely and accurately manner.
- Payments are tracked, chased and debtors are monitored accordingly.
- Salesforce records are updated in a timely and accurately manner.

**Other**

Contribute to the overall success of the organisation by supporting other teams and individuals as necessary.
### Key relationships

**Internal:**  
Events team, Fundraising team, Communications team, Programme Teams in India and Pakistan, SMT.

**External:**  
Donors, venues, volunteers, sponsors, suppliers.

### Job-related knowledge, skills and experience

#### Essential
- Significant Event Manager / Operations manager experience
- Proven experience of managing and delivering high level events with significant income targets
- Experience of managing large budgets including forecasting and planning
- Proven experience of working in a team environment
- Experience of relationship management with supporters, senior volunteers and third parties.
- Excellent project management, attention to detail, management of stakeholders and deadline management.
- Solutions focused, detail-orientated and thorough.
- Experience of producing materials and communications for events and supporters.
- Excellent Microsoft Office skills

#### Desirable
- Understanding of the British Asian diaspora and their motivations for donating to charity. Essential to support our charitable objectives and working ethos.
- Have an active interest in the charity sector and/or international development.