

Community & Events Fundraiser Maternity Cover



The role

This is an exciting opportunity to join the Fundraising team at WheelPower, a friendly, close knit supportive team.

This is a varied role and the successful applicant will drive our community and events fundraising. You will organise the Tour de Vale Bike Ride plus other fundraising events at Stoke Mandeville Stadium, source runners for a range of third-party events including the Great North Run and help them reach their fundraising targets, identify and develop opportunities for community groups and local companies to support the charity and lead and manage our schools fundraising programme.

Reporting to the Head of Fundraising, you'll be an integral member of our staff team who are committed to providing an excellent supporter and donor experience.

About you

We are looking for a friendly and organised individual with a proven track record of meeting or exceeding targets from sponsorship-based events or community fundraising along with experience of preparing activities to recruit, engage, inspire and retain supporters.

You'll be confident at building relationships with volunteers and supporters with a keen interest in supporter care. You'll be an engaging communicator, have excellent multi-tasking skills and attention to detail, be happy working within a team as well as on your own and have a flexible and collaborative approach to your work.

About us

We're WheelPower, the national charity for wheelchair sport and we are passionate about helping disabled people lead active lives. We do this by organising sports sessions and providing advice to recently paralysed hospital patients, organising a variety of events and programmes at Stoke Mandeville Stadium and throughout the country, organising online fitness classes and producing resources which enable disabled people to stay active in their homes and working with partners to improve their delivery models.

Although the role is based at Stoke Mandeville Stadium, we are following a hybrid approach between office and home working with full time staff currently working two days per week in the office.

WheelPower is an inclusive employer committed to developing a diverse workforce.

Benefits

This is your opportunity to make an impact in an organisation where your voice will be heard and your hard work noticed.

As well as a salary of circa £30,000 a year, enrolment in our Stakeholder pension scheme and a flexible, family-friendly environment, you can look forward to free access to the fitness facilities at Stoke Mandeville Stadium and discounted accommodation in our onsite hotel.

We offer 25 days leave plus bank holidays and operate a time off in lieu system for any time you work outside of your normal hours.

Background to the post

WheelPower is seeking a proven successful events and community fundraiser so that we can get more disabled people active. This is a fantastic time to join us in pursuit of our vision to transform lives through sport. Many disabled people have yet to return to their pre-pandemic fitness activities and our support is needed now more than ever.

We welcome applications from all sectors of the community and are open to applications from people looking for part time work.

Salary:	circa £30,000
Benefits:	Flexible working Free gym membership, swimming and fitness classes
Contract:	Fixed Term 14 months (Maternity Cover)
Hours:	37.5 hours a week including occasional weekend and evening work (we are open to applications from people looking for part time work)
Location:	Stoke Mandeville Stadium, Aylesbury
Reporting to:	Head of Fundraising, Data & Communications
Working closely with:	Fundraising & Marketing Team, Volunteers

Main purpose

To lead WheelPower's community and events fundraising programme.

Main responsibilities

- To organise the Tour de Vale Bike Ride which has an outstanding reputation and is WheelPower's largest fundraising event.
- To maximise income and awareness from events and community fundraising through communities and local businesses in accordance with agreed targets.

- Manage and build on our successful portfolio of in-house and third party fundraising events which include the Tour de Vale Bike Ride, Winter Walk and Push and Great Runs
- To provide appropriate support to event participants and supporters by building strong relationships with an exceptional level of customer care so they feel valued and continue to support the charity for many years.
- To develop a sustainable mix of community fundraising activities.
- To maximise income from corporate, school and community group 'Charity of the year' partnerships.
- Explore opportunities for new fundraising events and initiatives ensuring a good return on investment.
- Promote fundraising activities to new and existing supporters.
- Recruit and manage volunteers to support event and community fundraising activities.
- Manage public collections and collection tins.
- Represent the charity at a range of formal and informal meetings and events including presentations about WheelPower's work
- Report regularly on fundraising progress and contribute to the preparation of annual budgets and plans.
- Work with the Marketing team to promote events and community fundraising.
- Act as an ambassador for WheelPower and to promote fundraising for the charity. This may include delivering presentations, arranging displays and organising information stands.
- Work collaboratively with the other staff to ensure that fundraising opportunities are maximised.

General

- Champion WheelPower with potential supporters and partners.
- Ensure that all gifts, grants and sponsorships are recorded accurately, thanked in a prompt and appropriate manner and publicly acknowledged as appropriate
- Use the Donorfy CRM system to manage donor relationships as well as keeping all supporter details up to date.
- Develop good working relationships with all stakeholders connected to the charity including staff, volunteers, supporters, suppliers and the general public.
- Work within WheelPower's Privacy Policy and comply with GDPR
- Adhere to the quality standards of the Fundraising Regulator and Charity Commission.
- Embrace our values, mission and vision in everything we do.
- Be willing to travel during the course of your duties with possible overnight stays away from home.

Further Information

Visit our website: www.wheelpower.org.uk

Watch a short film about our work: www.wheelpower.org.uk/film

Person Specification

Category	Criteria	Requirement	Assessment Method
Experience	Proven track record of meeting or exceeding targets from sponsorship-based events or community fundraising	Essential	Application/Interview
	Proven track record of planning and delivering in house events	Essential	Application/Interview
	Experience of marketing and promotion of events	Desirable	Application/Interview
	Experience of managing volunteers	Desirable	Application/Interview
	Experience of preparing activities to recruit, engage, inspire and retain supporters	Essential	Application/Interview
	Experience of making presentations and/or public speaking to a variety of audiences	Essential	Assessment Task
	Experience of networking and liaising with community groups and maintaining effective working relationships with supporters	Desirable	Application/Interview
Abilities & Competencies	Effective communicator - able to stimulate and motivate others alongside excellent writing skills including strong copy writing skills	Essential	Application/Interview
	Ability to work under pressure, plan and prioritise work effectively with a high level of accuracy and attention to detail whilst meeting deadlines	Essential	Application/Interview
	Excellent organisational and interpersonal skills	Essential	Application/Interview
	A good team player whilst also being self motivated with the initiative to work unsupervised	Essential	Application/Interview
	Experience and regular user of fundraising CRM databases	Desirable	Application/Interview
	Strong knowledge of MS Office	Desirable	Application/Assessment Task
	Knowledge and understanding of the charity sector and relevant fundraising codes of practice	Desirable	Application/Interview
Other Requirements	Willing to work flexible hours, to accommodate evening and weekend events	Essential	Interview
	Full driver's licence	Essential	Interview
	Commitment to own continuing professional development	Essential	Application/Interview
	To have an understanding of the positive role sport can play in the life of a disabled person	Desirable	Interview

Questions

If you wish to have an informal discussion about the opportunity, please contact either:

Paul Rushton, Head of Fundraising on 07545 426054 / paul@wheelpower.org.uk

Martin McElhatton, Chief Executive on 07802 313794 / martin@wheelpower.org.uk

How to apply

In order to apply please send your CV and supporting statement to:

hello@wheelpower.org.uk

If you feel you meet some of the criteria but not all, we really hope you'll enquire and learn more.

We welcome applications from groups currently under-represented in the sport sector workforce; particularly individuals from Black, Asian and Minority Ethnic communities.

We are committed to inclusive and accessible recruitment, including making reasonable adjustments throughout the recruitment process for people who have a disability

Timetable

Closing Date: 6 June 2025

Please note that we are reviewing applications as we receive them and may close the vacancy before the closing date. Please do apply early if you are interested in this role.

