Partnership and Events Officer
Job Description and Person Specification

**Job Title**: Partnership and Events Officer
**Responsible to**: Head of Income Development
**Responsible for**: N/A
**Salary range**: £19,000 to £22,000

**Notts County FC Football in the Community: (FITC)**
Our aim is to provide high quality, accessible, life changing opportunities through sport and physical activity, improving people’s health, education, confidence and skills, increasing positive behaviours and bringing enjoyment to the people we work with. To use the power and strength of both Notts County Football Club and sport to engage with the local community. FITC also manage and operate the Portland Centre, a Nottingham-based community leisure centre based on Muskham Street in the Meadows. With it’s swimming pool, sports hall, gym, courts and wider sporting facilities, the Portland Centre is a stone’s throw from Notts County FC’s Meadow Lane ground, and easily accessible to customers/people who live locally. Operating Portland Centre allows Football in the Community the opportunity to serve the local community better. Using the centre as a hub for our programme delivery ensures that people from the Meadows and wider Nottingham community can benefit from using Portland Centre and our support and expertise on a regular basis. In addition, regular centre members can take satisfaction from the fact that their membership fee goes back into supporting our vital projects. It's a leisure membership that’s good for the heart, AND the soul!

**Role purpose:**
- Help to develop FITC’s fundraising strategy ensuring we are up-to-date with funding opportunities.
- Contribute new ideas for fundraising and identify new opportunities for FITC’s organisational development.
- Develop a fundraising infrastructure using contacts and online tools.

**Key Accountabilities & Responsibilities:**
- Support the development of a wide range of events opportunities and help plan them into an annual events calendar.
- Support the organisation and co-ordination of internal events and support fundraisers with external events.
- Support in writing and creating presentations to promote FITC and be prepared to support in delivery of them when necessary.
- Support on Increasing funding and investment into projects and the charity through a range of events.
- Strong administration, recording and reporting back on all leads and opportunities.
- Administer a database of commercial, public and volunteer contacts and ensure strong relationships with all people we deal with.
- Develop partnerships with local events organisers.
- Develop opportunities within the wider context of FITC as an organisation.
- Act as an ambassador for FITC, building positive relationships with partners.
- Ensure safeguarding is embedded within the Organisation
- Promote the activities of FITC
- To support the delivery of other key areas of the business as required.
General Duties

- To attend and contribute to regular staff meetings
- To follow FITC policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Football in the Community at all times
- To undertake any other duties that may be required as deemed appropriate;

Football in the Community (FITC) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone’s responsibility. Staff working on behalf of FITC must ensure that:

- They recognise the position of trust they have by working for FITC
- Their behaviour is always appropriate
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs and suspicions of abuse
- In every respect, the relationship they form with children and adults are appropriate
## PERSON SPECIFICATION

**Title:** Partnerships and Events Officer  
**Responsible to:** Head of Income Development

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>▪ Great communication skills</td>
<td>▪ Knowledge of the sport development sector within Nottinghamshire &amp; East Midlands</td>
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<td>▪ Close attention to detail</td>
<td>▪ Understanding the challenges that a charity face.</td>
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<td>▪ You have excellent organisational skills and meticulous attention to detail with the ability to deliver a high standard of work under pressure</td>
<td>▪ Demonstration of Equality in action</td>
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<td>▪ Customer-facing experience</td>
<td>▪ Knowledge and experience of the development of teams and individuals within a charitable setting</td>
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<td>▪ Excellent ability to motivate, inspire and influence people</td>
<td>▪ Driving licence</td>
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<td>▪ Strong networking skills and proven ability to build long-lasting relationships</td>
<td>▪ Experience of report writing, ability to use emails and Microsoft Office including Word and Excel</td>
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<td>▪ Excellent personal skills to forge partnerships with large organisations and other charities.</td>
<td>▪ Administrative experience including maintaining office systems and following office procedures</td>
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<td>▪ Dealing with speakers, event participants and service providers</td>
<td>▪ Excellent written and oral English language skills</td>
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<td>▪ Problem-solving skills and diplomacy</td>
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**Our package includes**

- Competitive salary
- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to a mental Health specialist
- Season tickets to Notts County Football Club
- Personal growth is a key and invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.