



Job Description and Personal Specification

Job Title	Events Manager – Maternity Cover
Line Manager	Head of Fundraising - Corporate
Responsible for	Events Fundraising Assistant
Location	30-32 Upper Maudlin Street, Bristol BS2 8DJ, with potential for hybrid working
Terms	Maternity Cover –one-year fixed term contract Full time (or four days a week will be considered)
Salary	£31,000 - £39,000 DOE

Multi-award-winning Wallace & Gromit's Grand Appeal works in partnership with Aardman to support Bristol Children's Hospital and the Neonatal Intensive Care Unit at St Michael's Hospital. We are seeking a talented individual to join our ambitious fundraising team.

You will be working collaboratively across the charity ensuring the successful delivery of income generating, high-level stewardship and cultivation events. Working on existing events, you will deliver a high degree of creativity and supporter insight to secure committed long-term engagement and to maximise income.

You'll be experienced in event management, have excellent organisational skills and the ability to multitask when managing a busy events portfolio. You'll work across fundraising teams to engage our incredible community, corporate and major donor supporters. Specific events include Wallace & Gromit's Wrong Trousers Day, Wallace & Gromit's BIG Bake, the Great Bristol Run, Bath Half Marathon, Grand Walk, Beat the Brain Surgeon and other stewardship and engagement events.

The candidate will be extremely organised with exceptional verbal and written interpersonal skills and will ensure every aspect of all events are planned effectively and run smoothly. Enthusiasm, initiative and energy are key attributes for this role, and the successful candidate is expected to support the principles, values, and objectives of Wallace & Gromit's Grand Appeal.

With exceptional interpersonal skills, the candidate will enjoy engaging with members of the public. They will also be confident to engage with key stakeholders in each project. Responsible for trouble shooting, the candidate will have a positive can-do attitude, be unflappable and able to solve problems quickly and efficiently.

Wallace & Gromit's Grand Appeal offers a dynamic, supportive, and rewarding workplace for its approx. 40 staff. We have a strong team culture in which all staff are expected to play an important part. Our staff are talented, creative, ambitious and Wallace & Gromit's Grand Appeal's most important resource.

The role will be based at Grand Appeal HQ opposite Bristol Children's Hospital.

**Raising money for Bristol Children's Hospital
and The Neonatal Intensive Care Unit | grandappeal.org.uk**

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). © &™ Aardman Animations Ltd 2024. Cracking Enterprises Limited trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361) is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ. All rights reserved.



We offer:

Competitive salary
Generous holiday allowance
Healthcare plan (after probation)
Pension scheme (including Salary Sacrifice)

If this sounds like the right workplace for you, you have the required skills and experience, and you are looking for a new challenge, we would love to hear from you.

How to apply:

To apply, send your completed application form and a copy of your CV to jobs@grandappeal.org.uk

Closing date for application is **midnight on Sunday 19 October 2025.**

For an informal discussion about the role, please contact Helen Haskell, Head of Fundraising - Corporate on 0117 927 3888 or jobs@grandappeal.org.uk.

**Raising money for Bristol Children's Hospital
and The Neonatal Intensive Care Unit | grandappeal.org.uk**

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). ©&™ Aardman Animations Ltd 2024. Cracking Enterprises Limited trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361) is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ. All rights reserved.



Person Specification

Key tasks and responsibilities:

Strategic planning

- Work with the fundraising team to refine and develop the established fundraising strategy to maximise income and return on investment from events
- Manage and develop our annual portfolio of events
- Manage budgeting and forecasting for the portfolio of events

Events management

- Plan, develop and implement effective integrated event campaigns
- Work with third-party stakeholders
- Manage event logistics, attend on the day and ensure events run smoothly
- Recruit and oversee volunteers to assist at events
- Prepare and present evaluation reports, including reporting against financial and non-financial KPIs

Stewardship

- Plan and deliver excellent supporter care for event participants, forging strong relationships
- Increased support and encouraging long-term engagement
- Represent the charity at events and converse with supporters at all levels

Line management

- Line manage, motivate and inspire the Events Fundraising Assistant: set objectives, monitor delivery of objectives and support development needs
- Role model Grand Appeal policies and procedures and managerial behaviours
- Oversee the administration of event fundraising activity
- Deliver stewardship programmes with the Event Fundraising Assistant to increase average gift values and supporter conversion and retention rates
- Work with the Event Fundraising Assistant to ensure accurate and effective use of the database

Marketing & Communications

- Work hand in hand with the Marketing and Communications Team to ensure events are effectively promoted
- Attend photo shoots and press opportunities to help maximise media exposure
- Speak publicly at events and to the media

**Raising money for Bristol Children's Hospital
and The Neonatal Intensive Care Unit | grandappeal.org.uk**

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). © &™ Aardman Animations Ltd 2024. Cracking Enterprises Limited trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361) is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ. All rights reserved.



Other tasks

Keep abreast of governance requirements pursuant to all communications /marketing activity including but not limited to the Charities Act, Fundraising Regulator, Institute of Fundraising Code of Practice, Gambling Commission and General Data Protection Regulation.

Carry out other tasks and duties as required, to support colleagues across the organisation.

The successful candidate is expected to support the principles, values, and objectives of The Grand Appeal.

Experience required:

- At least three years' experience delivering similar projects in a events role
- Proven senior stakeholder management and negotiation skills
- Excellent communication skills - written and oral - with the proven ability to develop relationships both internally and externally
- Excellent organisational and time-management skills with the ability to prioritise
- Line management experience

Skills required:

- Ability to multitask
- Exceptional attention to detail
- Exceptional organisational and project management skills
- Ability to work under pressure
- Excellent at trouble shooting
- Ability to manage conflicting demands whilst maintaining accuracy and attention to detail
- Self-motivated and able to use initiative
- An approach to mirror our values: supportive, professional, collaborative, creative and confident

Other requirements:

- Prepared to travel to events and work outside of normal working hours (TOIL will be provided in most circumstances).
- Car owner and full UK driving licence

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the charity. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. While they list some key tasks there will also always be tasks that arise, and which can be reasonably expected of the role.

**Raising money for Bristol Children's Hospital
and The Neonatal Intensive Care Unit | grandappeal.org.uk**

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). ©&™ Aardman Animations Ltd 2024. Cracking Enterprises Limited trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361) is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ. All rights reserved.