



Fundraising and Events Activator

Contract type:	Full time, fixed term contract for one-year
Reports to:	Fundraising and Events Coordinator
Location:	Based at the Riverside Stadium but working across Tees Valley
Working arrangements:	37.5 hours per week Core hours will be 09:00-17:30 Monday to Friday with one-hour lunch break Flexibility in hours to cover match days, weekend and evening fundraising events.
Salary:	£21,450
Benefits:	<ul style="list-style-type: none"> • Flexible working arrangements • 25-days holiday per annum plus bank holidays • Health Shield care plan • 20% discount at Middlesbrough FC Retail Shop • Company pension scheme • Cycle to Work scheme • Equipment such as laptop, mobile and branded kit • Free car parking at MFC Foundation sites • Training and development support and offer • Employee of the Month / Core Values Awards

Overview

Working closely with the Fundraising and Events Coordinator and Senior Business Development Manager you will be part of a fast-paced Business Development team raising unrestricted funds for Middlesbrough FC Foundation ('the Foundation'). The role will support fundraising events including Foundation Dinner, Golf Day and Fizz Friday as well as having the opportunity to develop new and innovative ideas. The role also focuses on raising funds in the community including Roary's Big Week, one of our busiest weeks of the year with involvement in corporate fundraising with local businesses as well. This is an exciting role where no two days will be the same, you will need to be enthusiastic, self-motivated and up for a challenge. You will meet new people and have new experiences, growing your own network and knowledge of stakeholders across Tees Valley while making a difference in our community.

Who we are

Middlesbrough Football Club Foundation is the independent charity of Middlesbrough Football Club (the Club), established in 1996 by club Chairperson Steve Gibson. The Foundation uses the power of the Club to engage with the community to provide opportunities for disadvantaged young people and adults to maximise their potential to achieve. This is an exciting and unique opportunity to be involved in a growing and passionate team within an award-winning charity. In this role you will use the influence of sport and the Club to engage with businesses and the community to generate funding to support the delivery of positive change in the lives and behaviours of individuals within the local community through our wide-ranging activities.



Premier League
Charitable Fund





Foundation

As a Foundation we are committed to safeguarding, welfare and inclusion. Promoting safeguarding and welfare of participants and staff is everyone's responsibility and staff and volunteers are expected to share this commitment. Alongside MFC, we are committed to an equality, diversity and inclusion as highlighted by our RiversideBySide initiative. MFCF is a place where inclusion is a core value and where everyone can be themselves in an environment where they feel safe and included, including being a Disability Confident Leader. We are working to diversify our workforce, particularly by gender and ethnicity.

The role

- Promote Foundation events, corporate and community fundraising schemes.
- Represent the Foundation within local partnerships with the Business Development team.
- Deliver community events and volunteer opportunities including recruiting participants and supporting their fundraising e.g. Great North Run, Memory Walk.
- Deliver and support community events such as collections, mascot activities, tombolas etc.
- Support the delivery fundraising events including operational delivery of events.
- Working with the Fundraising and Events Coordinator to develop partnerships with corporate Friends of the Foundation (FOF) and other potential partners.
- Identify opportunities with FOF to connect with their Corporate Social Responsibility (CSR) plans
- Identify opportunities to generate income for the Foundation linked to our programmes.
- Contribute to data and impact measurement working with the Data and Impact Coordinator.
- Contribute to engaging social media content with the support of the Media Officer.
- Promote the vision, mission and core values of the Foundation.
- Be committed to researching, applying and promoting equality, diversity and inclusion across the charity including demonstrating a strong commitment to inclusive activities and engagements to ensure equal opportunities for all. Promote change and positively challenge discrimination.
- Consult with the Designated Safeguarding Officer to understand and support the complex safeguarding and risk requirements of fundraising and events activities.
- Consult with the Health and Safety Officer to understand and support the health and safety needs and undertake risk assessments for fundraising and events activities.
- Work with other projects and teams to contribute to a coordinated approach including continuous professional development, quality assurance, training, and events.

Requirements for the role

- Outgoing, enthusiastic personality with the confidence to approach groups and individuals to drive fundraising activity.
- Excellent time management skills with the ability to work effectively on multiple projects.
- An understanding and passion for improving the ability, opportunity and dignity of disadvantaged people and under-represented groups or individuals in our communities
- Excellent verbal and written communication skills with the ability to adapt your communication methods to best engage with a variety of partners.
- A creative approach to work, with the ability to solve problems.
- A professional attitude and positive work ethic.



Premier League
Charitable Fund





Foundation

- An understanding of and commitment to equality, diversity and inclusion and how they relate to the role.
- An excellent knowledge and understanding of safeguarding including principles, procedures and thresholds. A satisfactory enhanced DBS check will need to be completed
- Commitment to supporting match days and weekend or evening fundraising events.

Person Specification

Essential

- A valid driving licence, with access to own transport and business insurance and be eligible to work in the UK
- A can-do and flexible attitude.
- Ability to manage multiple tasks and motivated to explore new opportunities.
- A professional attitude and positive work ethic
- Strong administrative, organisational and IT skills
- Ability to work collaboratively as part of a team and with partners
- An understanding of and commitment to equality, diversity and inclusion and how they relate to the role
- Willingness to travel within the Tees Valley as and when appropriate

Desirable

- Knowledge and experience of fundraising, sales and/or the charity sector
- An established network of community organisations or businesses in the local area.
- A background in community organisations, fundraising or sales.
- Experience of communicating with groups of people.
- Experience of working with volunteers.

How to apply

This post falls within the scope of 'regulated activity' and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

Application form and Equality Monitoring Form can be downloaded from the [MFC Foundation website](#) or alternatively please email recruitment@mfcfoundation.co.uk

Closing date for applications: Friday 28 July 2023 **Interview date and location:** w/c 7 August 2023

Owing to the high volume of applications expected, if we have not contacted you within two-weeks of the closing date, please assume that you have not been shortlisted for interview.

The Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

The Foundation is also committed to the safeguarding of vulnerable groups.



**Premier League
Charitable Fund**

