



Save the Rhino International: Events Manager Job application pack

1. Brief job description

Role: Events Manager

Salary: This is a Band 2 role, which attracts a salary in the range of £27,000 to £32,500. Starting salary within the band will depend on experience, though we hope to recruit someone with more experience, towards the upper end of the band

Holiday allowance: 25 days plus UK bank holidays

Contract type: Permanent contract

Probation period: Six months

Hours of work: The team works a 35-hour week

Start date: 1 September 2022

Location: Save the Rhino International's office (Unit 3, Coach House Mews, 217 Long Lane, London, SE1 4PR) with some flexible working as agreed with your line manager

Line Manager: Managing Director

2. About Save the Rhino International – leading the charge!

Save the Rhino International is a UK-registered charity, established in 1994.

At Save the Rhino International we believe rhinos are magnificent, in themselves and as champions of the incredible wild landscapes in which they live. And they are endangered. To thrive, both rhinos and people need a world that is healthy, diverse and resilient.

We connect people striving to conserve rhinos and their habitats with people who want to support that vital work, and we contribute our own knowledge and skills to the conservation effort.

Every day we work with a wonderful community of passionate friends, partners and supporters, to ensure that all five species of rhinos thrive in the wild.

Our core values, on which we will never compromise, are Integrity, Collaboration and Determination.

We express those values through how we behave and talk to the world – who we are – Friendly, Knowledgeable and Passionate.

In the financial year ending 31 March 2021, we raised around £4.3 million in support of our conservation partners in Africa and Asia.

3. About the role

The Events Manager has overall responsibility for events organised directly by Save the Rhino, working closely with the Community Fundraising Manager and the Communications Team.

Save the Rhino International's founders ran their first London Marathon in 1992. Since then, the charity has maintained a tradition of fundraising for rhino conservation through challenge events and other events such as fundraising dinners and the Douglas Adams Memorial Lecture. Our iconic rhino costumes have featured in every London Marathon since 1992, with our team of runners now regularly raising more than £100,000 for rhino conservation.

Our current strategy is to organise three major fundraising events each year, including the London Marathon, the For Rangers Ultra Marathon in Kenya, and one other major event, though there are often smaller events that also require the Events Manager's attention.

Like all members of the team, the Events Manager supports Save the Rhino's vital conservation work and participates in team discussions on all issues affecting the charity and its conservation mission. An interest in our conservation mission, as well as a skill set and experience in events management, will be welcome.

In addition, depending on the skills and interests of the successful candidate, there may be opportunities to develop other skill sets. The successful candidate will be eligible for regular training (internal and external) in skills that they need to develop in line with their objectives.

The Events Manager will need to work regularly with Microsoft Office documents, spreadsheets and presentations, and with our Salesforce-based Supporter and Donation Management System. Whilst familiarity with specific IT platforms is not a prerequisite for the role, the Events Manager will need to be reasonably confident with IT in general.

While each member of our team have their own areas of responsibility, everyone contributes their skills, expertise and hard work to support all members of the team in delivering activities – including rolling up sleeves when necessary (e.g., to carry sweaty rhino costumes back to the van after the London Marathon).

All Save the Rhino employees benefit from the compulsory workplace pension scheme, which receives contributions from employer and employee.

The Events Manager will join a friendly, knowledgeable, ambitious and passionate team, who all love what they do and like to have fun doing it. Most importantly, the Events Manager will have a chance to make a difference: to contribute towards our vision of seeing all five rhino species thrive in the wild.

4. Key responsibilities

- Working with the Managing Director and the rest of the team to develop a multi-year 2023-2026 Events Fundraising Strategy and an annual Events Programme
- Leading on all aspects of planning, logistics and team recruitment for SRI's events
- Working in close collaboration with the Communications Team to promote event attendance and participation
- Working in partnership with, and sometimes managing, third-party stakeholders to produce both domestic and international events
- Stewarding teams for challenge events to promote and support team spirit and fundraising for rhino conservation

- Supporting the Michael Hearn Intern, who plays a key role in the day-to-day management of the London Marathon team each year
- Producing and managing the overall events budget
- Reporting quarterly to our Board of Trustees on event updates

5. Person specification

Save the Rhino International is a small and friendly organisation, striving to achieve its vision of all five rhino species thriving in the wild. We have an informal and supportive atmosphere, whilst expecting high professional standards from all our staff. All members of the team are required to support the work of the others. Enthusiasm, flexibility, patience, and an aptitude for hard work are essential.

Essential skills / experience:

- at least 3-5 years' experience of event management
- experience of fundraising
- strong administrative skills
- excellent time management skills
- strong communication skills with the ability to liaise and coordinate with a wide range of people
- strong project management skills – objective setting, timelining and budget management
- perseverance, and an aptitude for working independently, autonomously, and economically
- ability to influence and build collaborative relationships with speakers, sponsors, and suppliers
- being a strong team player, able to assert, listen, negotiate and compromise
- alignment with Save the Rhino's mission and values
- eligibility to work in the UK

Desirable skills / experience:

- 16-hour outdoor first aid qualification
- Full UK driving licence
- experience of marketing events through digital, press and other means and working in collaboration with communications colleagues
- experience of working in a charity
- experience of managing volunteers
- good copywriting skills
- good presentation skills
- experience of sourcing event sponsorship
- experience of using design software, such as Photoshop or InDesign

6. How to apply

Thank you very much for your interest in this exciting role. We look forward to receiving your application.

All applications need to be received by midnight (GMT+1) on Sunday 17 July 2022. Applications should be sent by email to recruitment@savetherhino.org with "Events Manager" in the subject line.

Applicants should submit:

- A covering one-page letter in PDF format, which should explain why you want this position and include your contact details: email address and mobile phone number
- A maximum two-page CV in PDF format, which should demonstrate the skills, aptitude, and experience outlined in the person specification
- Details of 2-3 referees (name, address, telephone number, email, nature of relationship). Referees will only be contacted once a conditional job offer has been made

Failure to provide the information as specified above will result in immediate disqualification from the application process. Short-listed applicants will be invited for interview (in-person or online) during the week commencing Monday 18 July 2022.

Please note that due to pressure on staff time, applicants not shortlisted for interview will not receive a reply. If you have not heard from us by Friday 22 July 2022, you should assume that you have not been selected for interview.

Detailed feedback will be offered to candidates who were interviewed but who were not offered the post. Please do not phone or email Save the Rhino to ask for additional information or for feedback on individual applications.

7. Protecting your data

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on our website: <https://www.savetherhino.org/privacy-policy/>