

FOREWORD

Thanks very much for your interest in a position at YouthNet. I hope that the enclosed details will encourage you to apply for the Events Assistant role within our expanding Development Team.

YouthNet's mission is to engage, inform and inspire 16-24 year olds across the UK to achieve their ambitions and dreams. We achieve this through our two award-winning websites, www.TheSite.org and www.do-it.org.uk. At 12 years-old, we're still a young charity, but we're proud of our achievements. In this time we've formed groundbreaking partnerships across the voluntary and corporate sectors, developed our own software, helped to inspire people from diverse backgrounds to volunteer, and given millions of young people the advice and support they need to live their lives with confidence.

We measure our success by how many young people we reach, engage and inspire. This depends on our ability to raise almost £5m a year in voluntary income, so fundraising is the lifeblood of our achievements.

The *a million for a million ball* is YouthNet's annual flagship fundraising event. Its success is dependent on the support of our Development Group (eight senior executives from industry) who are the brains behind the event concept and its delivery. Ambitious and energetic, our Development Group are aiming to raise £1million through the *a million for a million ball* by 2010. These vital funds will enable YouthNet to double the number of young people we reach and support through TheSite.org, from 500,000 a month to one million.

The first YouthNet *a million for a million ball* took place in May 2007 at Vinopolis in central London and was an enormous success. Almost 300 guests experienced a night to remember, and we raised £280,000 (net) through corporate sponsorship, table sales, and a money-can't-buy auction. This was almost double the fundraising target we had set.

In 2008, we plan to build on this success, delivering another outstanding event, and raising a further £300,000 (net). To achieve this, we are looking for someone to join us in early 2008, to support the delivery of the event. You will need to be energetic, an excellent communicator (verbal and written) with strong organisational and administration skills. Ideally you will also have an interest in fundraising and events, along with YouthNet's cause.

In addition to the *a million for a million ball*, this role will support the Development Team's broader events work, including the delivery of breakfast seminars, a corporate challenge event, and supporting a range of parachuting activities as well as a number of projects in development. This is an exciting opportunity for someone who is keen to move into the fundraising sector and would like to work across a range of fundraising disciplines. Like all fundraising roles at YouthNet, it will be fast-paced, wide-ranging, and hugely rewarding.

Based in Old Street, YouthNet is made up of keen, creative, can-do types who care passionately about our mission. You will be working within an energetic fundraising team in an environment that has the buzz of a creative agency underpinned by the values of YouthNet the charity.

If you like the sound of the role and of YouthNet, then we'd very much like to hear from you. Please feel free to call me for an informal chat on 020 7250 5761.

Good luck with your application!

Sarah Hooker
Deputy Development Director



EVENTS ASSISTANT (DEVELOPMENT)

Job specification

Overall purpose of the post:

To support the delivery of YouthNet's flagship fundraising event – the *a million for a million ball 2008* – and a range of smaller scale fundraising-led YouthNet events.

Key areas of responsibility:

- To support all aspects of the delivery of YouthNet's *a million for a million ball*, which will be held at Vinopolis in central London on Thursday 1st May 2008.
- To provide administrative and fundraising support to YouthNet's Development Team on a range of fundraising events and activities – from breakfast seminars to parachute jumps.

Reporting to:

- Sarah Hooker, Deputy Director of Development

Responsible for:

There are currently no reports. The post will manage volunteers, agencies, consultants, suppliers and temporary and project staff as required.

Location:

The organisation's head office, currently in Old Street, London

Main tasks and responsibilities:

The *a million for a million ball*:

- To play a key role in the delivery of YouthNet's flagship fundraising event – the *a million for a million ball 2008* – which is targeted to raise £300,000 (net).
- To support the event planning, working closely with YouthNet's Deputy Director of Development and a range of expert suppliers.
- To manage the event administration, including systems and processes for ticket sales, managing attendees, requirements for the evening, the auction, and the evaluation.
- To administer the income and expenditure for the event, including the invoicing process, payment of invoices, collecting income at the end of the event, and keeping accurate and up-to-date records of all income and expenditure.
- To manage relationships with event attendees, which will involve liaising with key contacts at a range of blue chip companies to provide briefings and manage special requirements.
- To support the preparation and delivery of the event auction, including sourcing and managing auction lots, administration, and briefing/supporting the event auctioneer.
- To support the development of written material including the event programme, briefings, speeches, and the event evaluation.
- To support the management of the event on-the-night.

Other key areas of responsibility:

- To support the development and delivery of an overseas challenge event with one of YouthNet's key corporate supporters.
- To provide administrative and fundraising support for YouthNet's parachuting activities, including supporting individual parachutists and corporate teams.
- To support the organisation of a programme of breakfast seminars, working closely with key members of YouthNet's Development Team.
- To research new events fundraising opportunities for YouthNet.
- Other duties as necessary.

Person Specification:

Essential:

- Excellent organisational and administration skills, with attention to detail
- Excellent people skills, adaptable and flexible in manner and approach
- Excellent communication skills, written and oral
- Self-starter with initiative and drive and ability to prioritise time and work effectively
- Computer skills - Intermediate Word, Excel and Outlook. Net surfing and searching skills.
- Numerate

Desirable:

- Experience in events, project management, or fundraising either in a paid or volunteering role
- Hands-on, flexible team player
- Friendly and enthusiastic approach and disposition
- Interest in youth issues, volunteering and new technology
- A commitment to, and interest in, fundraising

Terms and Conditions:

Salary band: £21,000 - £23,000 per annum (pro rata) dependent on experience

Status of Employment: A six month contract

Hours of Work: This post is full-time, normally 9.30 – 5.30, Monday to Friday, on a fixed term contract.

Some unsocial hours may be required from time to time for which time off in lieu may be given.

Holidays: 25 days per year plus UK bank holidays (pro rata)