

Sheffield
Hospitals
Charity

Events Co-ordinator

Job Description

August 2026



Hello you!

I'm Greg, Director of Fundraising at Sheffield Hospitals Charity.

Our Events Co-ordinator position at Sheffield Hospitals Charity is an exciting opportunity for you to join our team in a charity that's ambitious, growing, and doing seriously cool things to support Sheffield's NHS. This exciting role will see you take the lead in delivering a diverse and growing portfolio of events that inspire people to support our hospitals. From mass participation challenges and flagship fundraising events to awareness raising activities across the city, you'll play a central role in creating memorable experiences that bring our cause to life. Along the way, you'll build meaningful relationships with participants, volunteers, suppliers and colleagues, ensuring every event is professionally delivered, well-supported and leaves a lasting impression.

If you're organised, motivated, creative, confident and thrive on turning ideas into reality, join us and we'll give you the space to grow and the chance to make a genuine difference to patients, families and staff across Sheffield's hospitals. We are an ambitious charity already making a significant impact across our NHS Trusts: supporting patients and staff, and funding vital research, innovation and equipment. We are also making our mark in shaping a healthier Sheffield, tackling health inequalities across the city.

We aren't afraid to do things differently. I know lots of organisations say that, but at Sheffield Hospitals Charity being boring simply isn't in our DNA. We are driven by the belief that in the years ahead, our impact can and must reach further and go deeper than ever before.

To achieve that, we're in an exciting period of growth. We have been carefully investing in our fundraising and communications capacity, strengthening the systems that underpin everything we do, and developing new opportunities for people to engage with our cause. It's a time of energy, ambition and opportunity. I've worked in fundraising across multiple channels for the past 15 years, including in events. I do it because I care deeply about the difference it makes to the people we support. But I also do it because I love this profession. You'd be hard pressed to find an industry filled with more dedicated, creative and inspiring people. It's a compassionate space to work in, with unparalleled opportunities for growth. And no two days are ever the same.

Events fundraising sits at the heart of what we do. It's where ambitious ideas become memorable experiences that inspire people to support Sheffield's . From large-scale fundraising events to high-profile awareness campaigns, you'll lead projects that not only generate vital income but also strengthen our reputation and relationships across the city.

We're looking for someone who enjoys taking ownership of complex projects, balancing multiple priorities and delivering exceptional experiences from concept through to evaluation. You'll be trusted to make decisions, adapt to changing circumstances and ensure every event reflects the high standards of Sheffield Hospitals Charity.

We're looking for an experienced event professional who combines excellent project management with energy, adaptability and meticulous attention to detail. You'll be confident managing suppliers, partners and volunteers, taking ownership of complex projects and ensuring every event reflects the high standards of Sheffield Hospitals Charity.

In return, you'll have the opportunity to shape an established portfolio of events, bring new ideas to the table and work alongside an ambitious team that's determined to keep raising the bar. If you're someone who thrives on responsibility, enjoys working at pace and takes pride in delivering events that leave a lasting impression, we'd love to hear from you.

Greg Van Heeswijk
Director of Fundraising

We are Sheffield Hospitals Charity

Your support helps us improve healthcare throughout every stage of life, for the people of Sheffield.

This means our hospitals, community teams, mental health and specialist services can cover costs that NHS budgets can't, so you and your family benefit from the best possible care, research, technology and environments that improve health and wellbeing — from life's first to last moments, and everything in between.

Somewhere along the line, our funding is likely to have helped you, or someone you love. It's gone into welcoming little ones into the world, dealing with emergencies and routine check-ups, treating longterm conditions and improving mental health and end of life care.

We support Sheffield Teaching Hospitals (Jessops, the Royal Hallamshire, Northern General, Charles Clifford and Weston Park), and Sheffield Health Partnership, who provide mental health, learning disability and specialist services.

We also look after the people who look after you — on top of patient care, we support NHS staff with training, equipment and projects that improve their own wellbeing.

All of this is funded through our incredibly generous communities. The ones who play our lottery, raise money by jumping out of planes, running marathons, baking cakes, knitting, leaving gifts in wills, turning up to events and making donations, in moments big and small. With the help of people fundraising both individually and at work, we're able to make sure the care you and your loved ones get is the best it can be.

Everything we do is down to the collective effort of those who care deeply about our local NHS.

Further information:

Sheffield Hospitals Charity Strategy 2024-27 and Impact Report 2024/25.

Our vision

For everyone cared for and working in Sheffield's NHS to be treated with compassion, and to have access to the best equipment, treatments and recovery spaces.

Our mission

To cover costs that NHS budgets can't stretch to. To help Sheffield's hospitals, community teams, mental health and specialist services give the best possible care to people in our region, at every stage of life.

Our values and behaviours

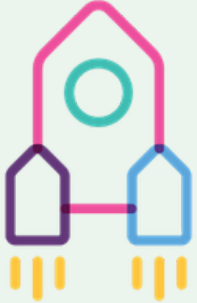


We're the best together

To make sure we have the biggest impact possible, we work closely with the Trusts we support, alongside other organisations in the city. We help people give back to Sheffield's NHS in ways that suit them, and our own team of brilliant people encourage each other to be the best they can be.

Expected behaviours:

- I seek input from my colleagues and take advice from others to deliver the best I can.
- I proactively seek out opportunities to collaborate with others so that we can achieve more for our NHS.
- I look after and look out for my colleagues; lending a hand and lifting them up.

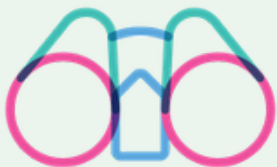


We go the extra mile

We uplift people. That goes for patients, NHS staff, supporters and employees, too. Everything we do is about going above and beyond what the NHS can provide, so we're always looking at how our funding can create the most benefit. It starts by asking, "how can we help?" — then we go the extra mile to make it happen. We celebrate the successes of our own team, and work hard to improve on everything we do.

Expected behaviours:

- I am audience-led, in line with the needs of the charity, giving people the best experience of working at Sheffield's Hospital Charity.
- I am proactive and solutions-focused, bringing proposals and solutions to the table.
- When I can't help to deliver a task or solve a problem, I aim to find someone who can.

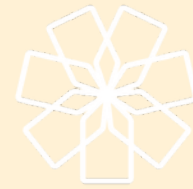


We look to the future

We're here for the long run. When funding anything, we think about how it will help Sheffield's NHS both now and in the future. As a charity, we aim to be financially and environmentally sustainable, and when we invest in ourselves, it's to help build a stronger organisation with a happy, productive team at the heart.

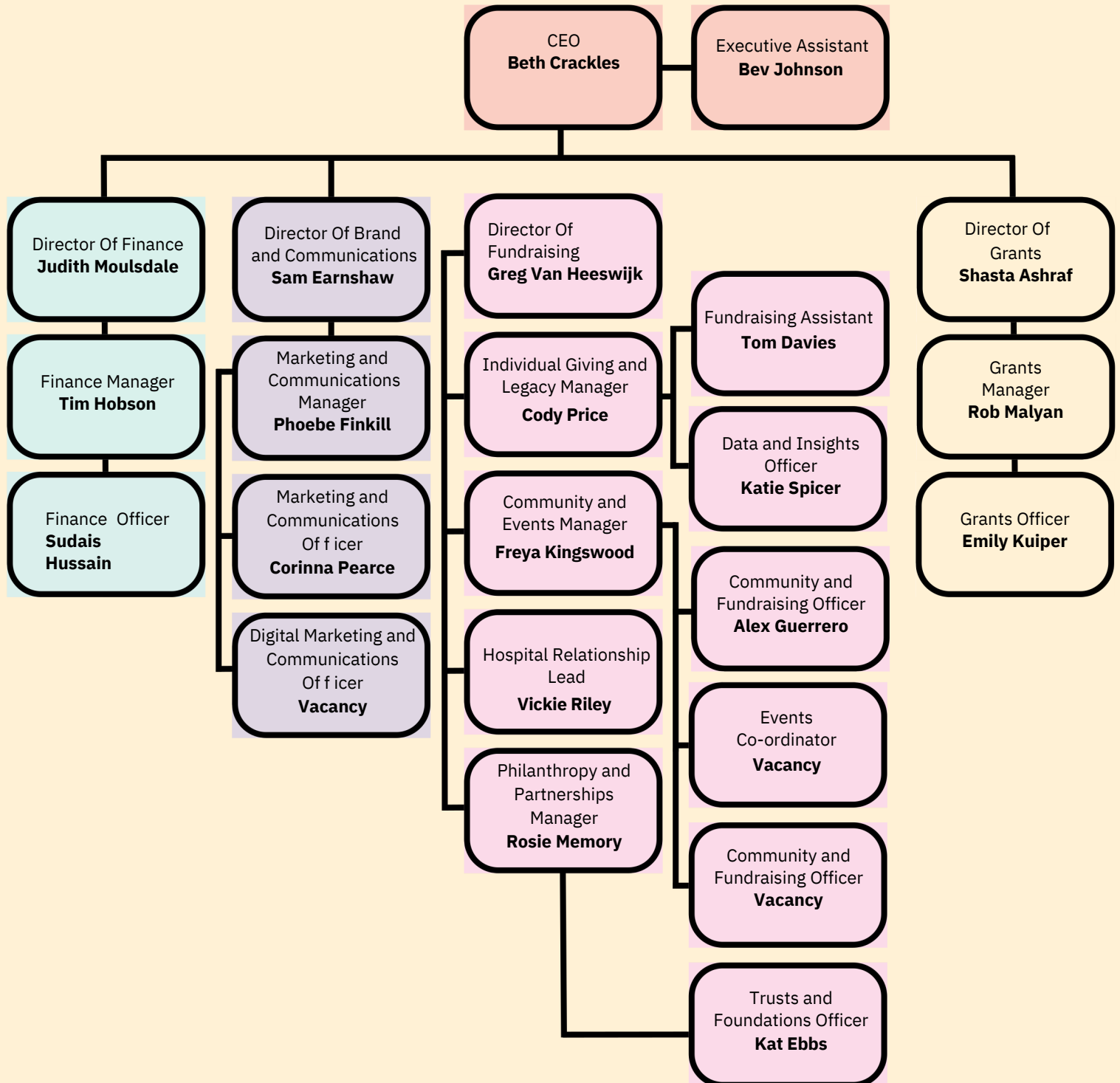
Expected behaviours:

- I consider what is best for the charity, not just my area, and I think about the short, medium and long-term when making decisions.
- I make time for learning as an individual and with my team, and take learning into future projects.
- I am ambitious for the charity and bring new ideas and ways of working to help us be better.



Sheffield
Hospitals
Charity

Our structure



Job de scription

EventsCo-ordinator

Position:

Events Co-ordinator

Responsible to:

Community & Events Fundraising Manager

Contracted Hours / Length:

Full-time - 37.5 hours per week

Work Location:

Leah's Yard, Sheffield

Salary:

£27,000 - £37,000

Purpose of the role:

Reporting to the Community & Events Fundraising Manager, the Events Co-ordinator is responsible for the end-to-end project management and delivery of an established portfolio of fundraising and engagement events. The role requires the successful management of multiple projects simultaneously, ensuring events are planned, delivered and evaluated safely, on time, within budget and to a consistently high standard.

You'll take ownership of a varied portfolio of events, building and maintaining effective relationships with colleagues, volunteers, suppliers, participants and external partners to ensure every event is delivered successfully and reflects the values and reputation of Sheffield Hospitals Charity. You'll work confidently with a wide range of stakeholders, working to agreed budgets and timescales while adapting to changing priorities and making informed decisions to achieve successful outcomes.

Through your work, you'll play an important role in the continued success and development of our events programme, identifying opportunities to enhance the supporter experience while maximising income and raising the profile of Sheffield Hospitals Charity.

What you'll be **responsible** for

Events Management

- Lead the delivery of Sheffield Hospitals Charity's events strategy in conjunction with the Community & Events Fundraising Manager.
- Contribute to the ongoing development of the events strategy, identifying opportunities to enhance event performance, participation and supporter experience.
- Lead the end-to-end planning, delivery and evaluation of a varied portfolio of fundraising and engagement events, ensuring they are delivered safely, on time, within budget and in line with fundraising regulations and health and safety requirements.
- Support the planning and delivery of charity awareness and engagement events, working closely with the Brand & Communications team to maximise reach, engagement and the charity's profile.
- Develop and maintain detailed project plans, ensuring actions, deadlines, risks and dependencies are effectively managed and regularly reviewed using the charity's project management systems.
- Identify, assess and proactively manage event risks, implementing solutions and escalating issues where appropriate to keep projects on track.
- Maintain accurate supporter, supplier and event records using the charity's CRM, ensuring data is recorded in line with organisational processes and GDPR requirements.
- Monitor, review and evaluate the performance of the events portfolio, using CRM data, participant feedback and key performance indicators to inform decision-making, drive continuous improvement and support future growth.
- Manage relationships with suppliers, venues and contractors, ensuring purchase orders, invoices, settlements and budget monitoring are completed accurately and within agreed timescales.
- Gather and analyse participant feedback to evaluate supporter experience, identifying opportunities to continually improve the quality and impact of the events programme.
- Conduct post-event evaluations, analysing operational, financial and participant outcomes to identify lessons learned and recommendations for future events.
- Identify and share compelling supporter stories, fundraising achievements and examples of charitable impact, working with the Brand & Communications team to create engaging content for promotional and stewardship activity.

Collaborative working

- Lead and coordinate project workgroups for individual events, ensuring resource requirements are planned effectively, workloads are managed appropriately and communication remains clear throughout the project lifecycle.
- Work with Brand and Communications team to develop and deliver participant recruitment plans for each event, using a range of marketing channels and engagement activities to maximise registrations, attendance and income.
- Work with the Community Fundraising Officer to develop and deliver engaging supporter journeys that provide an excellent experience and encourage participants to maximise their fundraising.
- Work with the Corporate Relationships Manager to maximise opportunities for corporate involvement within the events programme, including securing sponsorship where appropriate.
- Deliver promotional activity and community engagement events to increase awareness, drive event registrations and encourage participation.
- Ensure events are appropriately resourced, working with colleagues to recruit, brief and support volunteers across the events programme.
- Work alongside volunteers at events, ensuring participants and volunteers remain safe through effective planning, risk assessment and event management.

General

- Build strong relationships with colleagues across Sheffield Teaching Hospitals NHS Foundation Trust and Sheffield Hospitals Charity to increase awareness of fundraising activity and encourage support for the charity.
- Represent Sheffield Hospitals Charity at external events, presentations and networking opportunities, delivering presentations or speeches where appropriate.
- Attend and contribute to team meetings, project meetings, one-to-ones and wider organisational meetings.
- Participate in training, learning and development activities to continually develop knowledge and skills relevant to the role.
- Undertake any other duties appropriate to the role, commensurate with its level of responsibility.

Person Specification

We recognise that no candidate is likely to meet every requirement perfectly. If you have most of the experience listed and feel you could bring the skills and approach needed to succeed in this role, we would strongly encourage you to apply.

Essential

- Experience of independently planning and delivering a varied portfolio of events for different audiences, ranging from large-scale public participation events to smaller, high-value stakeholder or donor events.
- Experience of managing the end-to-end delivery of complex events or projects involving multiple stakeholders, working to agreed budgets and timescales.
- Excellent verbal and written communication skills, with the ability to engage confidently with a wide range of stakeholders including colleagues, suppliers, participants and senior partners.
- Experience of planning and delivering participant recruitment campaigns using a range of marketing channels, including digital, social media, email, PR and community engagement, to achieve registration and income targets.
- Strong project management skills, with the ability to manage multiple priorities simultaneously and deliver effectively under pressure.
- Strong analytical skills, with experience using data and insight to evaluate performance and inform decision-making.
- Ability to work independently, take ownership of workload and prioritise effectively in a fast-paced environment.
- Experience working collaboratively with internal teams and external partners to deliver shared objectives.
- Good understanding of digital communication channels and their role in promoting events (e.g. email, social media, online registration platforms).
- Strong problem-solving skills, with the ability to identify issues, assess options and implement practical solutions.
- Experience handling confidential information in line with GDPR and safeguarding requirements.
- Experience using project management tools (e.g. Monday.com, Trello, Asana).
- Proficient in Microsoft Office (Word, Excel, Outlook) and confident learning new systems.
- Willingness to travel to events.
- Flexibility to work occasional evenings and weekends.
- Full and valid driving licence with access to a vehicle during work time.

Desirable

- Previous experience in a charity or fundraising environment.
- Experience using CRM systems (Beacon CRM desirable).
- Understanding of fundraising principles, Gift Aid and supporter stewardship.

Employee **benefits**

We want all our team at Sheffield Hospitals Charity to be passionate, professional, friendly, and inclusive. We care about what we do to support our NHS and the work we do together.

Sheffield Hospitals Charity benefits include:

- 25 days annual leave (plus Bank Holidays)
- 3 days additional leave covering office closure over the Christmas period
- 6% pension contribution
- Westfield Health Cover
- NHS Blue Light Discount Card
- Death in service cover
- Enhanced leave policies (including sickness, maternity, paternity and adoption)
- Hybrid working and TOIL policies
- Excellent training and development opportunities
- Open plan offices at Leah's Yard in the heart of the city



How to **apply**

Please submit a CV and cover letter describing how you meet the job description and person specification via the [**Charisma Charity Recruitment website**](#).

Please keep your CV and cover letter to no more than two pages each. We will shortlist applications based on how well candidates meet the criteria outlined in the Person Specification. Please ensure you provide clear examples from your experience to demonstrate how you meet these requirements.

Closing date: midnight, Sunday 21st September

Sheffield Hospitals Charity, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments, please contact info@charismarecruitment.co.uk

Charisma guarantee to offer a vetting interview to those with a disability who meet the minimum criteria.

During the interview we may provide candidates with a short task related to the role, and you will be asked to speak about this during the interview. This will be followed by a competency-based questions.



Where to **find us**



Sheffield Hospitals Charity,
Leah's Yard,
20 Cambridge Street
Sheffield
S1 4HP



www.sheffieldhospitalscharity.org.uk



sheffieldhospitalscharity



sheffieldhospitalscharity



sheffhospitalcharity