



Special Olympics GB Fundraising & Events Executive Recruitment Pack

October 2026



Fundraising & Events Executive

Bring people together through fundraising and events

Could you help supporters turn their enthusiasm for SOGB into fundraising, memorable events and lasting connections?

As Fundraising & Events Executive, you'll develop our challenge and community fundraising activity and coordinate events and experiences with corporate partners. You'll support people from their first enquiry through to their fundraising and event experience, while taking care of the details that make activity welcoming, inclusive and well run. The work is varied: one day you might be supporting a fundraiser or club, the next coordinating event logistics or working with colleagues on a partner activation.

We're looking for someone who is warm, proactive and highly organised, with a real enjoyment of working with people. You'll be comfortable juggling practical details and competing deadlines, communicating clearly with different audiences and pitching in wherever needed. You'll care about making fundraising and events accessible, and take pride in helping supporters feel valued and well supported.

Application deadline: midnight Monday 2nd November 2026



About Special Olympics GB

Special Olympics GB is a dynamic and inclusive organisation using the power of sport to transform the lives of people with intellectual disabilities and challenge perceptions of what they can achieve.

We provide year-round opportunities for children and adults with intellectual disabilities to train, compete, lead, volunteer and thrive. Through sport, our athletes build confidence and friendships, develop skills and experience the joy and sense of belonging that comes from being part of a team and a community.

People with intellectual disabilities remain too often overlooked, underserved and underestimated, facing barriers to inclusion across many areas of everyday life. We believe in a world where every person with an intellectual disability is valued, included and given opportunities to fulfil their potential.

Sport is a powerful way to make that vision a reality. It creates opportunities, builds confidence and belonging, develops leaders and brings people together. Most importantly, our athletes challenge expectations every day - showing the world their talent, determination and potential.

Special Olympics GB is part of the global Special Olympics movement, which reaches millions of athletes around the world. Here in Great Britain, our network of athletes, volunteers, coaches and local clubs creates opportunities for people with intellectual disabilities across England, Scotland and Wales.

Every time our athletes take to the field of play, step into a leadership role or share their story, they help change perceptions of intellectual disability.

Together, we're building a more inclusive world - and showing everyone what people with intellectual disabilities can do.



What is intellectual disability?

When a person has certain limitations in cognitive functioning and skills, including communication, social, and self-care skills

Intellectual disability in Great Britain:

- **1.5 million** children and adults have intellectual disability
- **36%** of adults (19 million) have a connection to, or are aware of, someone with an intellectual disability
- **96%** of adults with intellectual disability are unemployed
- **78%** of people with intellectual disability do not take part in any sport activity
- **31%** of people with intellectual disability live in poverty, compared to 18% of the general population



Job Description

Job title:

Fundraising & Events Executive

Salary:

£28,000–£30,000 per annum, depending on experience

Reports to:

Corporate & Commercial Partnerships Lead

Location:

Home-based, with preference for candidates within easy reach of London, Birmingham or Manchester

Hours:

35 hours per week - full time



Key Responsibilities

Challenge Events Fundraising

- Coordinate SOGB's challenge events programme, including running events, sponsored challenges and other fundraising opportunities.
- Recruit, welcome and steward participants, supporting them throughout their fundraising journey.
- Help participants maximise their fundraising through regular communication, practical resources, encouragement and recognition.
- Coordinate registrations, fundraising materials, participant information and event-day requirements.
- Maintain relationships with challenge event organisers and third-party event providers.
- Monitor registrations, fundraising progress, income and expenditure, maintaining accurate records and reporting against agreed targets.
- Identify opportunities to increase participation, improve supporter experience and grow challenge event income.

Community Fundraising and Supporter Engagement

- Act as a welcoming and responsive point of contact for individuals, groups, clubs and communities wishing to fundraise for SOGB.
- Support fundraisers with ideas, resources, guidance and practical assistance.
- Help develop and promote accessible fundraising opportunities that encourage more people to get involved.
- Build positive relationships with supporters, recognising their contributions and encouraging ongoing engagement.
- Work with colleagues to develop fundraising communications, resources and campaigns.
- Take responsibility for delivering an agreed, realistic income target across challenge events and community fundraising, with guidance and support from the Corporate & Commercial Partnerships Lead.
- Monitor performance and contribute to plans to grow participation, fundraising income and supporter engagement.

Corporate partner events and activations

- Lead the practical planning and coordination of corporate partner events and experiences, working with the Corporate Partnerships Manager, who retains responsibility for the partner relationship.
- Coordinate activities such as Unified Sports Days, Unified Football Tournaments, sponsored walks, partner fundraising challenges and volunteering experiences.
- Manage event logistics, including venues, suppliers, equipment, registrations, schedules, participant communications and event-day arrangements.

Key Responsibilities (ctd.)

- Work with colleagues across sport, athlete leadership, fundraising and communications to ensure events are inclusive, accessible and well delivered.
- Support event accessibility, safeguarding and health and safety arrangements, working within SOGB policies and with relevant internal leads.
- Maintain event plans and track delivery requirements, budgets and expenditure, following SOGB financial administration processes.
- Obtain approval from the Corporate & Commercial Partnerships Lead before committing expenditure.
- Attend and support events across Great Britain, including occasional evenings and weekends.
- Gather feedback, participation data and other information to support evaluation and partner reporting.

Fundraising systems and administration

- Maintain accurate supporter, participant and fundraising records using SOGB's organisational systems.
- Support the effective use of online fundraising platforms, ensuring fundraising pages, campaigns and supporter journeys are set up and maintained appropriately.
- Work with Finance colleagues to support accurate income recording, financial administration and reconciliation.
- Produce regular updates on fundraising performance, participation and upcoming activities.
- Identify opportunities to improve supporter communications, fundraising processes and administrative efficiency.

Team Working & Organisational Contribution

- Contribute flexibly to wider Engagement team priorities, recognising the varied nature of fundraising in a growing organisation.
- Work collaboratively with colleagues across fundraising, events, marketing and communications, sport and athlete leadership, operations and safeguarding.
- Maintain a good understanding of SOGB's activities, programmes and priorities.
- Represent SOGB at events, meetings and external engagements as required.
- Stay up to date with relevant industry trends and take part in training and professional development when appropriate and budget allows.
- Comply with and work within SOGB policies and procedures.
- Undertake other duties required to fulfil the role and the needs of SOGB.

This job description is intended to be a basic guide to the scope and responsibilities of the role and is not exhaustive. There may be other duties required of the post holder commensurate with the role. It will be subject to regular review and amendments as necessary, in consultation with the post holder.

Benefits

- 25 days' annual leave allowance plus bank holidays.
- Additional closure days at Christmas.
- Birthday day off.
- Flexible working due to remote nature of the organisation.
- Time Off In Lieu (TOIL) policy.
- Employee pension scheme.
- HSF Health Cash Plan.
- Ongoing access to professional development opportunities.
- Access to networking groups across the sector.
- Friendly and supportive team with the opportunity to work closely with other teams and beneficiaries.



Person Specification

Experience and Knowledge

- Experience in event coordination, fundraising, supporter engagement, administration or a comparable role.
- Experience coordinating multiple activities, people and deadlines.
- Experience providing helpful, responsive support to customers, supporters, participants or volunteers.
- Experience maintaining accurate records and tracking activity or income.

Desirable Requirements

- Experience in charity fundraising, particularly challenge events or community fundraising.
- Good knowledge of relevant fundraising legislation and regulation, including the Code of Fundraising Practice, and an understanding of how VAT may affect partnership agreements and fundraising.
- Good knowledge and understanding of relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.
- Experience coordinating corporate, sporting, fundraising or community events.
- Familiarity with online fundraising platforms and supporter stewardship.
- Experience supporting volunteers or working in an inclusive sporting environment.
- Understanding of event accessibility, safeguarding and health and safety considerations.



Person Specification (ctd.)

Skills and Abilities

- Excellent organisation and attention to detail, with the ability to coordinate multiple activities and deadlines.
- Strong interpersonal and communication skills, with a friendly and supportive approach.
- Confidence working with volunteers, supporters, corporate contacts and colleagues.
- A proactive, practical and solutions-focused approach, with a willingness to get involved.
- Strong administration skills, including maintaining records, tracking progress and coordinating logistics.
- Good written communication skills, including the ability to produce clear and engaging supporter communications.
- A proven ability to handle sensitive information appropriately and maintain the highest standards of confidentiality.
- Competent IT skills and confidence learning new online platforms and organisational systems.
- Commitment to inclusion and to SOGB's values: athlete-led, everyone belongs, bold and brave, aim high.
- Able and willing to travel across Great Britain and internationally when required, and to work evenings and weekends during busy event periods. Time off in lieu will be provided in line with SOGB policy.



How to apply

To apply, please send your **CV and a covering letter (maximum two pages)** to **recruitment@sogb.org.uk**, with the subject line **Fundraising & Events Executive**.

Your covering letter should tell us why you want to join Special Olympics GB and, referring to the role description, demonstrate how your skills and experience equip you for the role.

The closing date for applications is midnight on **Monday 2nd November 2026**. First-stage interviews will take place online **week commencing 9th November**, with second-stage interviews planned for the following week.

If you have challenges with written communication and would like to discuss alternative ways to apply, please contact **Michelle King, Operations Support Officer, on 07455 874140**.

If you have not heard from us by December 7th, unfortunately your application has not been successful on this occasion.

Safer Recruitment & Equal Opportunities

Special Olympics GB is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete relevant safeguarding training and undertake a DBS/PVG check appropriate to the role.

We are committed to equality, diversity and inclusion and welcome applications from all sections of the community, particularly people with disabilities who meet the requirements of the role.

No agencies please.





www.specialolympicsgb.org.uk

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