Events Officer

Recruitment Pack

November 2026







A hospice without walls



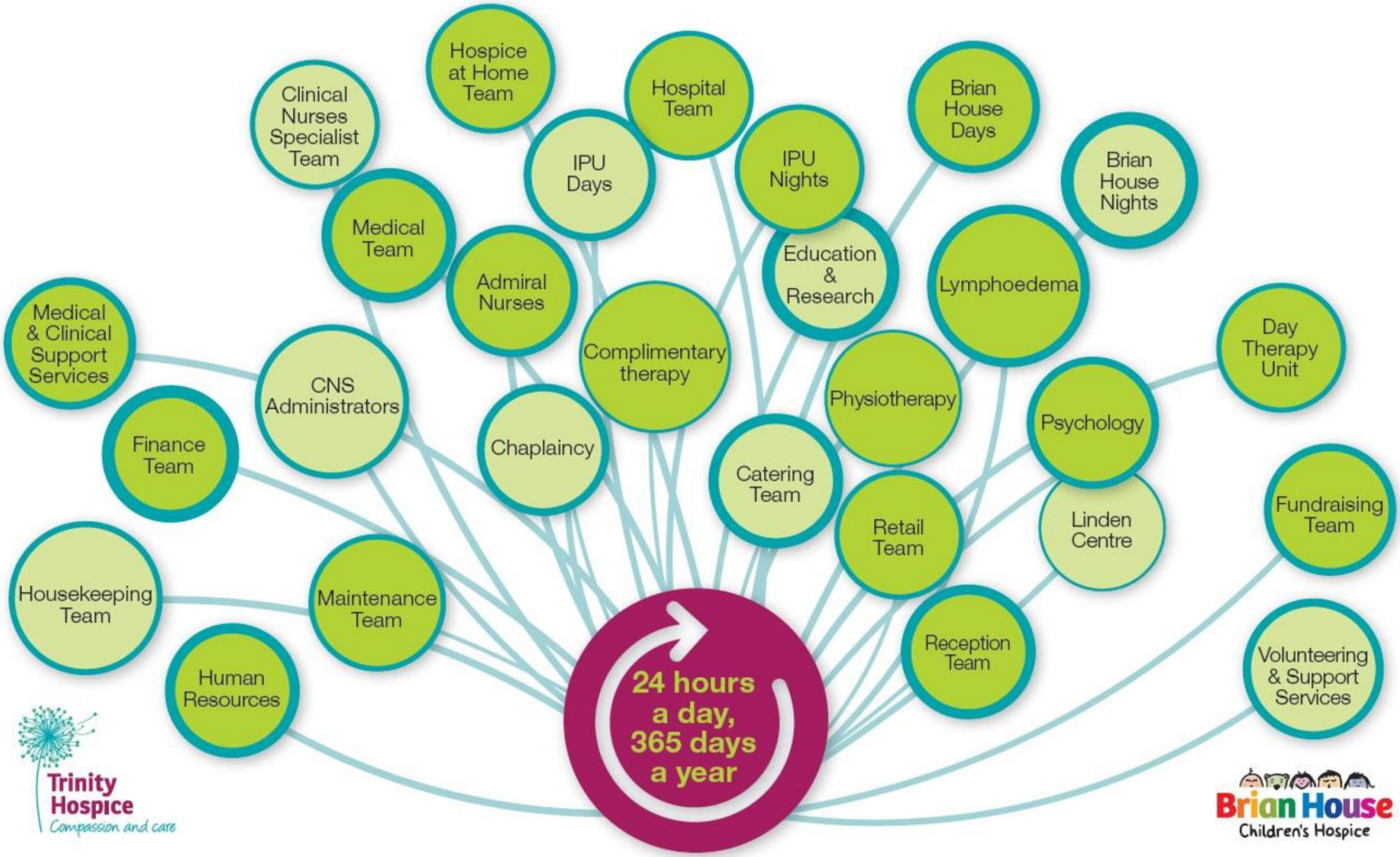




Trinity Hospice is a registered charity providing **excellence in palliative** care across *Blackpool, Fylde and Wyre*

www.trinityhospice.co.uk
Registered Charity 511009
Low Moor Road, Bispham, Blackpool, FY2 0BG

Trinity Hospice - a hospice without walls



Contents

Welcome	Page 5
About Trinity Hospice	Page 6
Job Description	Page 9
Personal Specification	Page 11
Team Structure	Page 12
Events Programme	Page 13
Income Streams	Page 15
Terms and Conditions	Page 17
Trinity Values	Page 19



“Across our community people work tirelessly to raise vital funds to support our work. Because of their incredible support we are able to be there for all those who need us along the Fylde coast. Our supporters are an extention of our hospice team and are very much appraciated by everyone at Trinity.”

Welcome

Dear Candidate,

Thank you for your interest in our permanent Events Officer vacancy within the Fundraising, Marketing and Communications Team at Trinity Hospice and Brian House Children's Hospice.

This is an exciting opportunity to join a passionate and dedicated team, helping to deliver a varied and ambitious programme of fundraising events that raise vital funds to support hospice care across Blackpool, Fylde and Wyre.

Our events programme plays an important role in bringing our community together, raising awareness of our services and generating essential income to support patients and families. From our much-loved Blackpool Night Run and Beaverbrooks Blackpool 10K Fun Run to the colourful Blackpool Colour Run and Blackpool Glow Walk, our events offer something for everyone and make a real difference to the people we care for.

We are looking for an enthusiastic, organised and motivated individual who has some practical experience of supporting or delivering events and is keen to develop their skills within the charity sector. You don't need previous fundraising experience, but you will need a positive, proactive approach, excellent organisational skills and a genuine passion for creating memorable experiences.

Working closely with the Events Manager, you will gain hands-on experience across all aspects of charity event planning and delivery, including event logistics, supporter engagement, volunteer coordination, marketing and event administration. As your skills and confidence develop, there will also be opportunities to take ownership of specific activities and contribute your own ideas to help our events programme continue to grow and evolve.

This permanent position offers a fantastic opportunity for someone looking to take the next step in their events career. Whether your experience comes from community events, hospitality, corporate events, festivals or another setting, we would love to hear from you.

In return, you will become part of a friendly, supportive and experienced team where collaboration, creativity and professional development are encouraged. You'll have the opportunity to learn new skills, gain valuable experience and, most importantly, see the difference your work makes to patients and families across our community.

If you are passionate about events, enjoy working with people and are excited by the opportunity to develop a rewarding career in charity events and fundraising, we would love to hear from you.

To apply for this role, please complete our application form available online, or alternately send your CV and a covering letter to **Julie.crooks@nhs.net**.

Should you wish to discuss the role and your application further please feel free to call Kayleigh Penn, Events Manager on 01253 952556, or alternatively email **kayleigh.penn1@nhs.net**

Yours sincerely

Kayleigh Penn

Kayleigh Penn
Events Manager

Our services

We touch the lives of around 8,000 people every year, supporting patients and their families physically, emotionally and spiritually.

We have a wide range of services to help people where they're at, based on both the hospice building, but also, and increasingly so, outside the hospice either in the community or in people's own homes.

Our services are tailored to each person's individual needs to improve their quality of life and relieve the stress serious illness brings. Trinity patients come from all backgrounds, all faiths and from all parts of the Fylde coast. We never forget that each of our patients has a unique history and we always see the person, not their illness.

Trinity's Family of Services

- In-patient care from our team of specialist doctors, nurses and healthcare professionals on a 14-bedded unit - 24 hours a day, every day of the year
- Supporting people through our Living Well Service to help patients maintain independence and supporting physical, psychological and spiritual wellbeing
- Extending our care beyond our building with our Community Palliative Care Team, providing care and support at home and in care homes, as well as in hospital with our Hospital Palliative Care Team
- Supporting patients at home with bed-side monitoring through our new Virtual Ward
- Providing hospice care during the night in people's homes through Hospice at Home
- Supporting some of the Fylde coast's most vulnerable children and their families through our dedicated children's hospice, Brian House
- Empowering patients to live well with Dementia through our Admiral Nurse Team
- Specialist treatment and advice through our Lymphoedema clinic
- Counselling and bereavement support through the Linden Centre, supporting patients and those they love through very difficult times



Our business objectives

Enabling compassionate care and support:
we will work with our partners to make sure palliative patients know their choices and receive only the best care from us

Improving our effectiveness:
we will comply with all quality standards while making sure that we continue to reach all who need us using donated funds wisely

Investing in our people:
we will do everything we can to make our staff the most skilled professionals in their areas of work and ensure they know their value to our organisation and in our community

Financing our future:
we will continue our work to grow our income so that we can ensure we are able to care for all who need us on the Fylde coast today and in the future




THE BLACKPOOL TOWER
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KAY
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Job Description

Events Officer
Job Description

Job Title: Events Officer
Department: Fundraising, Marketing & Communications
Accountable to: Events Manager
Salary: £28,000 moving to £30,000 after 12 months
Hours of work: 37 hours per week
Position: Permanent
Location: Office based role in Blackpool

Job Summary:

To support the Events Manager in the planning, organisation, promotion and delivery of Trinity Hospice and Brian House Children's Hospice's varied programme of fundraising events.

Working as part of the Fundraising & Communications Team, the Events Officer will play an important role in ensuring events are well organised, engaging and enjoyable for supporters, helping to raise vital funds for local hospice care.

The role will provide hands-on experience across all aspects of event planning and delivery, including event logistics, supporter engagement, marketing, volunteer coordination and event administration.

With support and guidance from the Events Manager, the successful candidate will have opportunities to take responsibility for specific events and activities, developing their confidence, knowledge and experience within a supportive and experienced team.

Key Responsibilities:

1. Event Planning & Delivery

- Work with the Events Manager to develop, plan and deliver a varied programme of hospice-led fundraising events across Blackpool, Fylde and Wyre.
- Support planning, coordination and delivery; take responsibility for agreed event activities and logistics.
- Assist with event plans, timelines, budgets, promotional schedules and post-event evaluations.
- Support preparation of risk assessments and event management plans, developing knowledge of event safety.
- Assist the Events Manager with coordinating suppliers, venues, local authorities and external partners.

2. Supporter Recruitment, Experience & Stewardship

- Provide first-class stewardship to participants throughout registration, training and fundraising stages.
- Work with the Marketing and Communications Team to ensure consistent, inspiring and tailored messaging across email, social media and event collateral.
- Deliver exceptional on-the-day supporter care, creating a warm and welcoming event environment that reflects Trinity and Brian House values.
- Support the recruitment and engagement of event participants, helping them feel informed, motivated and supported throughout their fundraising journey.
- Respond to participant enquiries by email, telephone and in person, providing a friendly and professional service.

3. Data, Insight & Reporting

- Work closely with the Database Team to ensure accurate use of the CRM database (Donorflex), maintaining high-quality supporter data and effective audience segmentation.
- Use data to inform planning, forecasting, marketing and stewardship strategies.

- Assist with monitoring event registrations, participation levels, income and expenditure, helping evaluate performance and identify improvements.
- Maintain accurate participant and supporter records using the charity's database, with training provided.

4. Compliance, Governance & Safety

- Support recruitment, coordination and briefing of event volunteers and marshals, helping them feel confident and supported.
- Develop an understanding of fundraising regulations, event safety requirements and organisational policies, with training and guidance.
- Retain appropriate compliance duties, while making the Events Manager's oversight clear

5. Collaboration & Relationship Development

- Work collaboratively with Fundraising, Marketing and Communications colleagues to promote and deliver events.
- Build positive relationships with supporters, volunteers, suppliers and community partners.
- Support the Events Manager and wider team in identifying improvements and new ideas.
- Remove direct responsibility for securing sponsorship or match-funding; retain opportunities to assist the Corporate Fundraiser.
- Develop strong networks with event and fundraising professionals across hospices and charities in the North West to benchmark, share learning and identify industry trends.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

General Responsibilities

- Be a cooperative and supportive member of the Fundraising Team, ensuring your line manager is aware of workload pressures that may affect other members of the team.
- Undertake mandatory training as required by Trinity Hospice & Palliative Care Services and participate in relevant in-service training.
- Maintain strict confidentiality at all times, particularly in relation to patients, staff, donors and volunteers.
- Participate in annual appraisal and personal development reviews and take responsibility for ongoing professional development.
- Manage volunteers within your area of responsibility and maintain effective working relationships, providing regular feedback.
- Ensure compliance with all organisational policies, procedures and new systems or technologies introduced.
- Provide cover for colleagues where required.
- Ensure all activities comply with relevant legislation and best practice.
- Take responsibility for compliance with Health and Safety policies and procedures.

Measures of Performance & Key Competencies

- Strong organisation, attention to detail and meeting agreed deadlines.
- Excellent supporter care and positive event experiences.
- Accurate event registration, supporter and event-related records.
- Positive relationships with colleagues, volunteers, supporters and external partners.
- Contribution to event participation, fundraising income and programme success.
- Willingness to learn, develop skills and take increasing responsibility.
- Creativity, initiative and positive problem-solving.
- Upholding Trinity Hospice values and ways of working.

Special Conditions

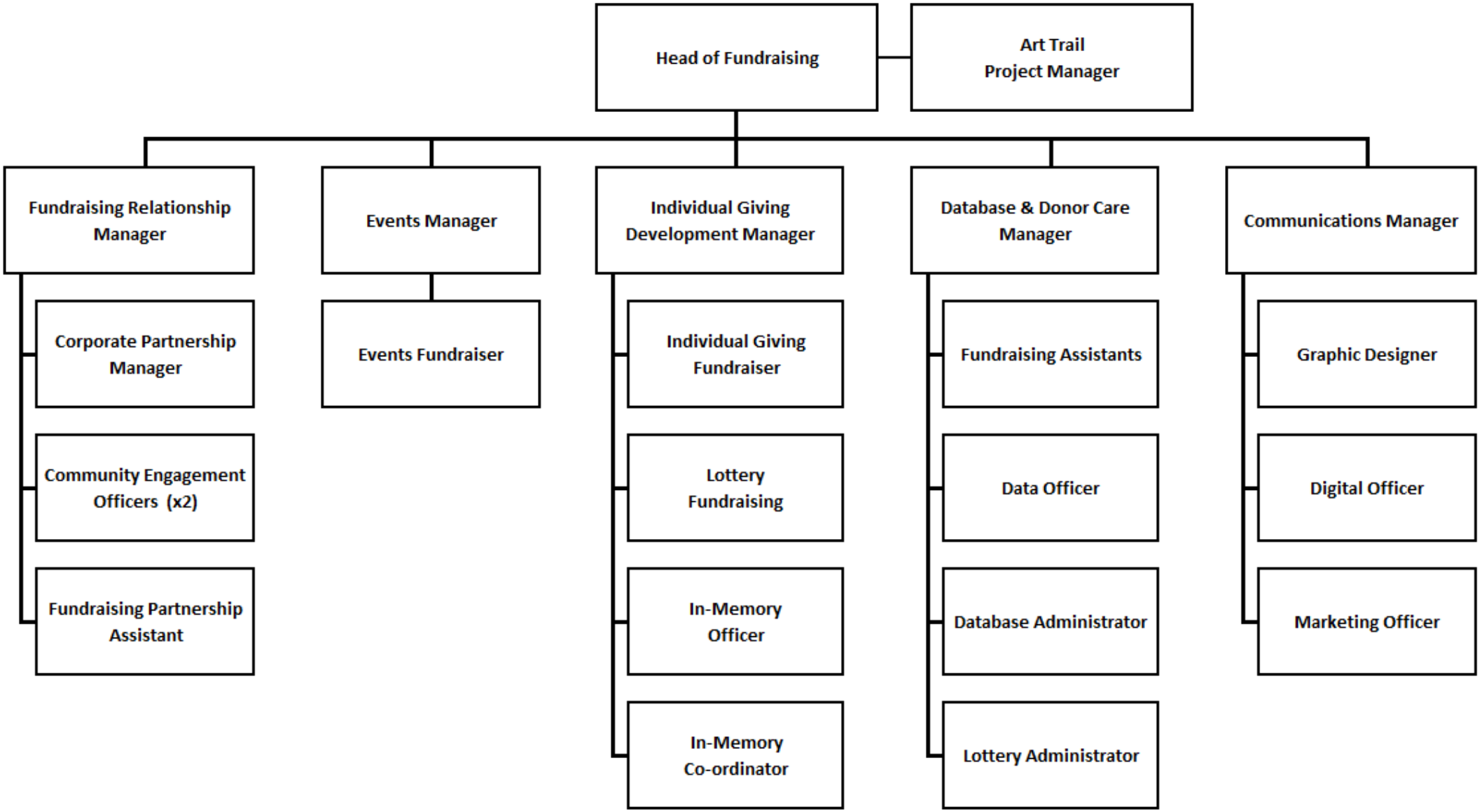
- Travel regularly within Blackpool, Fylde and Wyre; mileage paid monthly.
- Work flexibly, including evenings and weekends at hospice-led events.
- Hold a full driving licence with access to a vehicle insured for business use.

Personal Specification

Events Officer
Personal Specification

CRITERIA	E	D	ASSESSMENT
Qualifications			
▪ Good standard of education (5 GCSEs or equivalent including Maths and English)	✓		Application form
Experience			
▪ Experience supporting event planning, organisation or delivery	✓		Application form/Interview
▪ Experience supporting development and delivery of large, high profile, mass participation events, from inception to delivery		✓	Application form/Interview
▪ Understanding of event promotion and willingness to develop marketing skills.	✓		Application form/Interview
▪ Marketing and promoting a wide range of activities to a range of different target audiences through varied media channels	✓		Application form/Interview
▪ Good organisation and ability to manage competing priorities and deadlines.	✓		Application form/Interview
▪ Experience of meeting financial targets and managing expenditure budgets		✓	Application form/Interview
▪ Experience of dealing with the public to raise money and promote activities.		✓	Application form/Interview
▪ Confidence using IT systems and maintaining accurate records.		✓	Application form/Interview
▪ Experience working with colleagues, volunteers or members of the public.		✓	Application form/Interview
Personal Skills and Characteristics			
▪ Excellent communication skills	✓		
▪ Excellent team working skills	✓		
▪ Creative and innovative	✓		
▪ Excellent organisational and time management skills	✓		
▪ Excellent attention to detail and accuracy	✓		
▪ Works well under pressure	✓		
Other			
▪ Full driving licence, with access to own car and appropriate business insurance	✓		
▪ Willingness and ability to work outside of office hours, including weekends.	✓		
▪ Willingness to attend courses and conferences to widen understanding and skills of fundraising and events.	✓		

Team Structure



Portfolio of events



BEAVERBROOKS BLACKPOOL 10K FUN RUN
SUNDAY 10TH MAY

SKYDIVES - JUMP FOR JOY - CELEBRATING 30 YEARS OF BRIAN HOUSE
SATURDAY 2ND & SUNDAY 3RD MAY AS WELL AS SATURDAY 12TH & SUNDAY 13TH SEPTEMBER

BRIAN HOUSE GOLF DAY
THURSDAY 21ST MAY

BEAVERBROOKS BIKE RIDE
SUNDAY 14TH JUNE

BLACKPOOL COLOUR RUN
SATURDAY 18TH JULY

BLACKPOOL NIGHT RUN
WEDNESDAY 2ND SEPTEMBER

YORKSHIRE THREE PEAKS
SATURDAY 5TH SEPTEMBER

BORN SURVIVOR
SATURDAY 12TH SEPTEMBER

ANNUAL FUNDRAISING BALL
SATURDAY 26TH SEPTEMBER

BLACKPOOL GLOW WALK
SATURDAY 3RD OCTOBER

BLACKPOOL SANTA DASH
SUNDAY 6TH DECEMBER

LIGHT UP A LIFE
SUNDAY 13TH DECEMBER



“A hospice isn't a place full of death - it's a place full of life, where every day is extraordinary! Whichever role you work in across the hospice, you play a vital part in delivering our care and support to all those who need us along the Fylde coast”

Income Streams & Fundraising Activities



Our impact

We cared for more than **3,155** patients and **465** carers/ loved ones across our family of services.

356 patients were admitted to the **In-patient Unit**

WITH AN AVERAGE OF... admissions **30** Per month

HOSPICE AT HOME

saw **1,131** patients

OUR HOSPITAL TEAM

supported **2,102** patients making **6,126** visits by the Hospital Palliative Care Team to inpatients in Blackpool Victoria Hospital

TRINITY HOSPICE'S COMMUNITY **PALLIATIVE TEAM**

supported **1,671 PATIENTS**

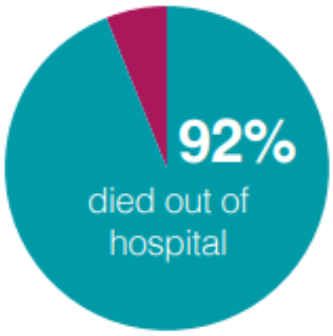


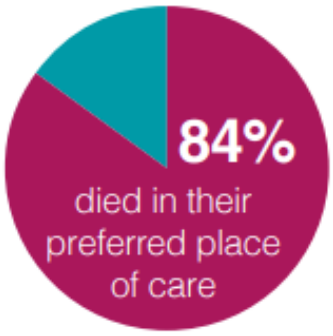
81 children were given support at **Brian House** with 30 new children referred

Total number of face-to-face Lymphoedema appointments **798**

9,857 **VISITS** were made to people at home

Of those **patients** known to the community service...





That's much more than the national average

24% of all patients had a **non-cancer** diagnosis

Bereavement Counselling **497**

Butterfly Suite used for **25 days**

We ran a total of **2,206 Adult One-to-One** Counselling Sessions **and 407 groups**



We ran a total of **243 Child One-to-One** Counselling Sessions

852 complementary therapy sessions provided

Terms and Conditions

These terms and conditions of employment are a brief outline of the contract.

Job Title	Events Officer
Contract	Permanent
Salary	£28,000 moving to £30,000 after 12 months
Annual Leave	38 days (inclusive of Bank Holidays)
Hours of Duty	37 hours per week with some evenings & weekends required

Sick leave entitlement		
Period of Continuous Service	Months at Full Pay	*Months at Half Pay*
Less than 4 months	1	NIL
Over 4 months and up to 12 months	1	2
During second year	2	2
During third year	4	4
During fourth and fifth year	5	5
After 5 years	6	6

Probationary Period	Three months
Appointment	Subject to satisfactory medical examination, references, enhanced DBS, copy of qualifications where relevant and proof of eligibility to work in the U.K.
Benefits	- Free onsite parking - Subsidised onsite canteen - Time off in lieu - Generous annual leave entitlement - Purchases through salary sacrifice scheme - Access to training and development opportunities - Access to a free confidential employee helpline - Investment in your wellbeing - Eligibility for NHS Blue Light Care
Pension Scheme	NHS Superannuation Scheme where applicable, Group Personal Pension Scheme

Our commitment

- People feel valued, supported and listened to, with open channels for feedback and a leadership culture that promotes psychological safety and compassion.
- People grow and develop throughout their careers, with access to meaningful development opportunities, clear progression and high-quality support.
- People work in an inclusive, safe and flexible environment, where equity is actively championed, wellbeing is prioritised, and flexibility enables balance.
- People are proud to contribute to our shared mission, motivated by purpose and connected to the impact they make on patients, families and the wider community.



"In the 10 years I've been at Trinity, I have been supported to gain my professional qualifications which have then led to internal promotions. At every step, I feel wholly supported in progressing my career at Trinity, placing value not only on the work that I do, but also the potential I can achieve."

"Since starting at Brian House in 2018, my career has developed to meet the changing need of our children and their families. Covid changed a lot for Brian House, restrictions reduced the amount of children we could care for in the hospice and therefore we moved our care into their homes and wider community. As covid restrictions lifted, and we retuned back to in-patient services we noticed the need to continue our community care. Due to this my career has been able to progress and develop and provide our community services."





"Having never worked in the third sector before, I had no expectations of an induction into Trinity. I thought that working in the database team would require me to hit the ground running, which is indeed what has happened. BUT I have been given the tools and support to do this all whilst taking in the role, getting to know the wider organisation and being made to feel inclusive and part of the team from day one. My induction process was comprehensive and fluent as was the recruitment, and I can already see the difference I make daily to this incredible charity."

"I'd been a District Nurse for 20 years before coming to Trinity Hospice. I knew I had the right skills to support our community at the end of life, and to lead our clinical teams to deliver exceptional care to people at the end of life. What I wasn't prepared for was the difference working for a hospice made to me and those around me. At Trinity, we get time to talk; to hold hands and offer our special hug – our Trinity Dust – and make a very sad and difficult time all the more easier for our patients and their loved ones."



Our values

Our values underpin not just what we do, but how we do it! In every part of Trinity our Values speak volumes about the services we provide to patients and their families and about our relationships with supporters, suppliers, members of the public and each other.

We are always:
Caring
Adaptable
Responsible
Excellent
Socially engaged

In other words: Trinity CARES
"Enabling Compassionate Care on the Journey to End of Life"

Caring

We always

- Provide care with skill and compassion that is person and family centred.
- Truly listen in order to provide appropriate, warm-hearted and honest support.
- Place 'caring for patients and those important to them' at the heart of our actions.
- Respect and value individual differences.
- Support colleagues and volunteers at all times.
- Share our knowledge and expertise with others.

Adaptable

We always

- Respond positively and flexibly to challenges.
- Strive to ensure all we do is of high quality and compliant in accordance with changing regulations.
- Work across sectors (voluntary, public, and private) to maximise our impact.
- Develop effective collaborations based on mutual respect and trust.

Responsible

We always

- Clearly communicate expectations so that everyone knows what is required of them.
- Demonstrate a 'can do' attitude and are accountable for our individual actions.
- Investigate complaints carefully and honestly to ensure continuous improvement.
- Share compliments and celebrate successes to learn from good practice.
- Ensure effective teaching and provide exceptional learning opportunities around end-of-life care.
- Maximise our impact by effective team working.

Excellent

We always

- Develop and apply our professional expertise in palliative care.
- Encourage others to share ideas and learning.
- Aspire to provide exceptional professional performance in all roles.
- Promote learning and development for all
- Recruit competent individuals who share Trinity's values.
- Strive for improvement every day - as everyone makes a difference.
- Challenge assumptions and strive for cutting edge solutions.
- Add new knowledge through high quality audit and research.

Socially engaged

We always

- Work with our community to achieve high quality care at the end of life, for all who need it.
- Provide meaningful and satisfying employment and volunteering opportunities.
- Fund services through ethical and transparent fundraising.
- Share Trinity's expertise to benefit the wider hospice and Palliative Care community.
- Speak up for vulnerable individuals, or disadvantaged groups, who need palliative care.
- Endeavour to be environmentally and financially sustainable to benefit future generations.
- Use resources well, to maximise our shared compassionate cause.

Trinity Hospice
Compassion and care







Reaching everyone who needs us

Our five year plan for hospice care on the **Fylde Coast**

Low Moor Road, Bispham, Blackpool FY2 OBG
Tel: 01253 358881 **www.trinityhospice.co.uk**

Registered charity no. 511009