



Dear Candidate,

I'm delighted to be recruiting for the role of Special Events Coordinator at Rays of Sunshine Children's Charity.

I have the privilege of leading an ambitious, passionate team who are inspired every day to brighten the lives of seriously and terminally ill children across the UK. We're a team full of positivity, energy, and drive to succeed - and we're looking for someone who shares that spirit and wants to be part of our journey.

At Rays of Sunshine, we know that no parent ever imagines their child will be diagnosed with a life-limiting or terminal illness. But when the unimaginable happens, we're there to help brighten their lives - by granting magical wishes and providing ongoing support in hospitals and the community.

This new role is an exciting opportunity to play a key part in the growth of our Special Events Programme. You'll report to Jenny Porter, Head of Events, and be responsible for the successful delivery of our special events programme under her experience. The events portfolio includes some well-established events such as our Gala Dinner, Property Dinner and Golf Day, along with new events that are in the early stages of planning.

Ideally, you'll have at least two years' experience in special events fundraising role or equivalent events experience gained in other sectors. However, we are open to candidates who have project management, fundraising or other transferable experience, with a desire to learn and develop into a special events fundraiser.

This is a truly exciting time to join Rays of Sunshine. You'll be part of a supportive, vibrant and fun team culture - and most importantly, you'll see the real, lasting impact of your work on the lives of the children, young people, and families we support.

If you're interested in joining us on this journey, we'd love to hear from you. Please don't hesitate to get in touch for an informal conversation.

Warm regards,

A handwritten signature in black ink that reads "A. Chambers". The signature is fluid and cursive, with the first letter of each word being capitalized.

Amy Chambers
Chief Executive Officer

About Rays of Sunshine

Rays of Sunshine exists to brighten the lives of seriously ill children aged three to 18 across the UK by granting magical wishes and providing ongoing support within the community, events and hospital activities. Our work creates a positive distraction, reduces isolation, improves self-esteem and creates precious memories for our families when they need it most.

Wishes - The wishes we grant are as unique as the children themselves and whether a child wants to be a fireman, meet a real-life mermaid or even meet the Loch Ness Monster, we work hard to make that wish come true.

Wish Community - From the moment a wish is granted, children and their families become part of our Wish Community and are invited to join in any of the events which take place throughout the year – across the UK, both in-person and online.

We offer a 'relaxed', fully accessible environment during our events so children and young people can feel free to be themselves whilst not being overwhelmed and share valuable time with others in a setting which aims to boost their confidence. Our events help to bring wish families together, provide an opportunity to meet others who have faced similar experiences, and most importantly, have fun!

Sunshine in Hospitals - Our team delivers sunshine to children up and down the country currently receiving treatment in hospital. From our activity days to our sensory bags, we aim to reach children and their families when they need it the most.

Our projects help to reduce anxiety, loneliness and isolation in the hospital and hospice environment for seriously ill children and their families.

Job Specification

Job Title: Special Events Coordinator

Contract: Fixed-term, 6 months (with a view to extension upon development of the Special Events Programme)

Salary: Salary: £14,000 – £15,000 for 6-month fixed-term contract (pro rata of £28,000 – £30,000 per annum)

Hours: 37.5 hours per week

Working pattern: Flexible working hours, with home and office working

Location: Finchley, N3 (nearest station Finchley Central) / Home Working

Reports to: Head of Events

Direct reports: none

Purpose of the Role

Reporting to the Head of Events, the Special Events Coordinator will support the delivery of our core special events as well as the development of our special events portfolio with a view to introducing new events.

Ideally with at least two years' experience in an events role, your experience will help us deliver high-impact events that generate significant income and build relationships across our philanthropy and partnerships programmes.

With the support of the Head of Events, you will be responsible for all aspects of event planning and delivery — from liaising with venues, suppliers, to managing guest lists and overseeing procurement.

The role requires you to be a highly organised team player with excellent time management skills and a methodical, detail-oriented approach.

You'll also work with a wide range of stakeholders including trustees, patrons, ambassadors, corporate partners, and internal teams — and should feel confident and professional in doing so. On occasion, you may also provide on-site support to our Wish

Community Events Team in delivering beneficiary-facing events.

The post holder will also play a part in researching and creating plans for new special events to build on our success, with a view to extending the contract should; they become viable.

This is a rewarding opportunity to be part of a passionate and driven team, with the chance to grow your skills and experience while delivering exceptional events that have a real and lasting impact.

Key Responsibilities

- Lead the planning and delivery of three core special events during the contract period: The Talent Agency Dinner, Patrons' Reception and the Property Dinner. Ensuring all are delivered to a high standard, on time, and within budget.
- Support the strategic development of a new portfolio of special events aimed at engaging key audiences and growing income, including: a 'Future Rays' reception, Media Dinner, Golf Day and Celebrity Sporting Event.
- Develop sponsorship and advertising packages to support the above events, working in collaboration with the fundraising and communications teams. This includes:
 - Creating tailored sponsorship proposals and benefits packages and managing advertisements for event brochures.
 - Assisting with the promotion, sale, and fulfilment of sponsorship and advertising opportunities.
 - Coordinating with sponsors to collect logos, artwork, and promotional copy.

- Supporting the administrative delivery of sponsor benefits and ensuring timely recognition and follow-up.
- Coordinate all operational elements of events, including but not limited to:
 - Managing guest lists, RSVPs, dietary requirements, and seating plans.
 - Liaising with venues and suppliers, ensuring all logistics are in place and communicated in advance.
 - Collaborating with the Communications team and designers to produce all event materials (e.g., invitations, menus, signage, place cards).
 - Procuring suppliers and securing competitive quotes, contracts, and agreements as needed.
 - Coordinating and briefing volunteers and event staff.
 - Supporting event-related committee meetings, including agenda preparation, minute-taking, and follow-up.
 - Maintain accurate and up-to-date CRM records for guests and donors, working closely with the Finance team to reconcile event income and record Gift Aid declarations.
 - Work closely with any Events Intern (or, in future, Events Administrator) to manage invitation processes and guest communications.
 - Build and maintain strong relationships with key stakeholders, including venues, suppliers, trustees, ambassadors, volunteers, wish families, and donors.
 - Ensure all contact and event data is managed in accordance with GDPR and internal data policies.
 - Support on-the-day event delivery, providing a calm, confident, and solution-focused presence.
 - Assist with post-event administration and follow-up, including guest feedback, evaluations, thank-you communications, and reporting.
 - Source and procure exciting auction and raffle items, including building relationships with companies and individuals to secure high-quality prizes.
- Contribute to shaping concepts, identifying potential partners, and scoping logistics and timelines for delivery.
- There may be occasions when you are required to work out of hours or support at events. Time will be accrued and able to be taken back in line with our TOIL policy.
- The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Our Values

Our values are at the heart of everything we do and help guide us in our mission to grant more magical wishes for seriously ill children.

- **Kindness** – We are kind to ourselves and others in everything we do
- **Integrity** – We are honest and trusted to do the right thing
- **Joy** – We work with fun, passion and a sprinkle of magic
- **Empowerment** – We work to build confidence and nurture potential.
- **Connection** – We build strong connections with everyone in our wish community

How to apply

Please send a cover letter (no more than two sides on A4) explaining your suitability for the role, along with a CV to jennyporter@raysofsunshine.org.uk by **Tuesday 1st July 2025**.

Interviews will be held in person, on a rolling basis, **the week commencing 7th July**.

If you wish to discuss the role before applying, it would be a pleasure to organise a suitable time with you – please email Jenny.