

Fundraising Events Manager Recruitment Pack

About Us

When I joined Autism Action, I went through the same thought process that anyone applying for a new role goes through, and the one that you will be going through right now. I spoke to family and friends and thought about the future. I asked myself a series of questions about my values and ambitions and how they aligned with the charity and role I was applying to. I hope that this recruitment pack helps you answer those questions.

As Chief Executive at Autism Action it's important to me that anyone interested in a role at the charity shares our ambition – to remove the barriers and stigma that autistic people face every single day of their lives. Our small but passionate and driven charity exists to make a big difference, through funding and commissioning world-leading research, delivering projects which directly impact the lives of autistic people, and campaigning to achieve change. As a small team every person in our charity can make a real and unique contribution. We value the different perspectives that employing people of all neurotypes brings, and we believe in creating a work environment that brings out the best in everyone and gives each member of our team a great experience. We work hard but we do it because we know the scale of the challenge that autistic people and their families face.

We have big plans and need people to join us who will be inspired and inspirational, full of energy and ideas, who will enrich our team and our efforts to make a big difference for autistic people.

I hope like me you find the answers to your questions, that you find our work and mission motivating and that we are a good match for one another. We look forward to your application.

A handwritten signature in black ink, appearing to read "Tom Purser".

Tom Purser
Chief Executive
Autism Action



autismaction.org.uk



info@autismaction.org.uk

Job Description

Job Title: Fundraising Events Manager, Fixed-term, 12 months initially.

Salary: £35,000 - £40,000 a year dependent on skills and experience. This will be discussed and agreed with the successful applicant. The role is full-time, but part-time hours (4 days per week) will be considered. Please state your preference when applying.

Location: Hybrid working, attendance at the Cambridge Office (Byron House, Cambridge Business Park CB4 0WZ) a minimum of two days a week.

Reporting to: Nicola Graves, Director of Fundraising

Closing date: Midnight, Friday 21st November 2025

Inclusive recruitment and employment

We are committed to being inclusive in all we do, including when we recruit new staff. We welcome applications from anybody who believes they have the skills and experience outlined in this pack. We actively encourage applications from candidates who are neurodivergent (such as autistic people or those with dyscalculia), LGBTQIA+, identify as being disabled and/or are from minority ethnic backgrounds.

As part of this commitment, we want your recruitment experience to be positive. Please contact us to request any adjustments you need for the application or interview process. Disclosure of disability or requests for reasonable adjustments will not impact the selection process.

We have worked with autistic people and inclusive recruitment specialists to develop our job description and recruitment pack templates, as well as our hiring processes. In particular, we will avoid vague statements such as 'excellent communication skills' and will instead describe what needs to be achieved and be open to different ways of achieving it. However, there is always more to learn, so if you have suggestions for improvement, please let us know.

Once in post, we have a process in place to identify requirements for reasonable adjustments and will offer them proactively where required.



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Overall purpose of the role

This role is vital to the growth of our charity and represents an exciting opportunity for the right candidate to work on an exciting portfolio of events.

Working with the Director of Fundraising, wider team, Trustees and volunteers, you will deliver a programme of events that raise awareness of our work and meet challenging income targets.

The role involves managing relationships with multiple stakeholders, including autistic people and their supporters, staff and volunteers, researchers, fellow charities, ambassadors and other collaborators. It requires the ability to work autonomously and take initiative, with guidance available when needed.

The successful candidate will be motivated to improve life for autistic people - joining a team that is passionate about delivering impact. They will be a strong advocate for ensuring that all opinions are heard and respected and will have the ability to communicate with people of all backgrounds and with different communication styles and support needs.

Main duties and responsibilities

As Fundraising Events Manager, you will:

- Lead the planning and delivery of a busy calendar of high-profile public facing events across England including gala dinners, challenge events, and giving club breakfast meetings.
- Work with the Director of Fundraising to implement a national events strategy that reflects organisational priorities.
- Manage end-to-end planning: event design, staffing, promotional materials, communications and promotion, risk management, accessibility, and evaluation.
- Support content development for print, digital and social media channels.
- Identify and share compelling stories and insights arising from events.
- Manage budgets and track event expenditure.
- Produce event performance reports and make data driven decisions.
- Keep abreast of national trends and respond to the changing needs of our community, donors, and supporters.

We would like to reassure candidates that support will be available for them. Adjustments can be discussed and agreed with your line manager.



Person Specification (Who are we looking for?)

Essential

Qualifications

- While there are no specific essential qualifications, the successful candidate will need to demonstrate that they have relevant experience in event organisation and income generation (paid or voluntary).

Experience

- Knowledge of and/or personal interest in autism.
- At least two years' experience in an events management and delivery role.
- Proven track record of delivering high profile, public facing events that meet fundraising targets.
- Project management skills, including the ability to plan, organise and deliver events on time and to a high standard, with a strong focus on detail and accuracy.
- Experience in building strong relationships, managing expectations and engaging confidently with a range of stakeholders.
- Experience of writing reports and evaluations, with the ability to summarise findings and make recommendations.
- Familiarity with CRM (Customer Relationship Management) systems.
- Basic design/marketing experience (e.g. Canva, Adobe Creative Cloud).
- Experience of managing challenging situations or conflicting demands, and supporting expression of all viewpoints, regardless of personal beliefs.

Skills

- Ability to collaborate with colleagues, contribute to discussions and help with any tasks needed to support the team.
- Ability to work under pressure, manage time and prioritise workload effectively.
- Confident communicator, able to share ideas clearly in writing, presentations and speaking to different audiences.
- Organisational skills, including ability to manage your own time and multiple priorities to achieve high-quality outcomes.
- High level of accuracy and attention to detail.
- Demonstrate an awareness of, and commitment to, inclusion, equality and diversity.
- Understanding of General Data Protection Regulation (GDPR) and data protection.



- A good working knowledge of MS Office 365 and ability and willingness to learn new IT systems (with support/training where needed).
- Full UK driving licence.

Desirable

Experience

- Experience in a relevant environment, such as charity, research, clinical or social work.
- Experience of remote and/or hybrid working.

Skills

- Salesforce CRM (Customer Relationship Management platform).
- Proof reading.

We are aware that the skills required for this role may be interpreted differently by different people. Our selection process will focus on the desired outcomes, and we are open to different ways of achieving them.

Selection Process

Step 1

To apply, please send your CV (maximum 3 pages) and a cover letter (no more than 500 words) detailing how you match the job description and person specification for this role to info@autismaction.org.uk by midnight on Friday, 21st November 2025.

Due to the skills required for the role, only written applications will be accepted on this occasion.

Step 2

We will evaluate applications based on how well they match the job description and person specification and invite those with the strongest applications to interview. Disclosure of disability or requests for reasonable adjustments will not impact the selection process

We expect to notify all applicants of the outcome of their application within 2 weeks of the closing date.



Step 3

First interviews will be held remotely via Microsoft Teams (support is available if you're unfamiliar with Teams). Interviews are expected to be held in December 2025. If invited to interview, the interview questions, tasks, and the names and photos of the interview panel will be provided in advance. You'll also have the opportunity to request any adjustments needed for the interview process.

Step 4

Shortlisted candidates will be invited to a second, face to face interview in Cambridge (Byron House, Cambridge Business Park CB4 0WZ). Interviews are expected to be held in January 2026. Interview questions, tasks, and the names and photos of the interview panel will be provided in advance. You'll also have the opportunity to request any adjustments needed for the interview process.

Step 5

We expect to notify all candidates of the outcome of their application within a week of the second interviews.

