



Founded in 1866, Harlequins is a rugby club that is recognised around the world, ranking among the best rugby clubs in this country and Europe. The Club is a founding member of the RFU and boasts more presidents than any other club and is well represented at the international level of the men's and women's game.

Success on the pitch demands even more success off it, so the Club is strengthening The Harlequins Foundation team and is currently recruiting for a Relationship and Events Manager.

Job Title: Foundation Relationship and Events Manager
Organisation: The Harlequins Foundation (THF)
Reporting to: Head of Foundation
Salary: £30,000 - £32,000 per annum (subject to experience)
Role Purpose: We are looking for a confident, friendly and experienced individual to lead on the creation and maintaining of relationships with key stakeholders, the generation and smooth running of events, increasing awareness of THF and the generation of fundraising income.

Responsibilities

As a Relationship and Events Manager, you'll be required to help:

- To work with individuals, communities and businesses to raise awareness of the charity's work, aims and goals.
- Ultimately, to increase the contributions of those individuals and groups by building relationships and exploring new fundraising techniques and ideas.
- Build and develop strong working relationships across all departments within the Club.
- Drive business through developing and maintaining excellent relationships with key stakeholders, e.g. QUINSSA, HOPA, Club partners and across various sectors, e.g. health, education and sport.
- Act as a brand ambassador and be the face of THF at networking events.
- Identify and work with key local stakeholders and influencers.
- Play an active role in increasing the number of supporters on our database (e-Tapestry)
- Manage the end to end process of on-site and off-site events and/or manage external parties brought in to do so.
- Develop and maintain a forward planned diary of events, meetings, networking and competitor monitoring.
- Work closely with the marketing and communications team specifically to ensure content reflects local news, activity and upcoming events.
- Produce and deliver a comprehensive plan in line with the needs of THF.
- Track and report on activity, relating it to forecasted fundraising income.
- Meet individually set targets and KPI's.

Knowledge, Skills and Abilities

- An understanding of how a charitable foundation interacts with a professional sports club and the changing face of fundraising in the third sector.



- Passionate about our work and excited about joining a young charity with huge potential.
- Proactive and creative characteristics.
- Demonstratable track record of success in previous roles.
- Working knowledge of Microsoft Word, Excel, PowerPoint and Email Systems.
- Excellent communication skills and proven ability to relate to people from all walks of life, as well as the drive and enthusiasm to make things happen.
- Media and communications skills, including social media.
- Excellent interpersonal skills.
- Exceptional written communication.
- Management skills.

Behaviours

- **Customer Focus** - Commits to meeting the expectations and requirements of internal and external customers; acts with customers in mind; values importance of providing high-quality customer service
- **Interpersonal sensitivity** - Interacts with others in a sensitive and effective way. Respects and works well with others.
- **Quality orientation** - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.
- **Planning and organizing** - Organises and schedules events, activities and resources. Monitors timescales and plans
- **Initiative Taking** - Act to achieve goals beyond what is expected; drives to bring issues to a successful closure; self-starter.
- **Teamwork** - Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all
- **Results orientation** - Focuses on desired results and sets and achieves challenging goals.

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV and a covering letter to jobs@quins.co.uk. Only successful applicants to be invited for interview will be contacted.