



Events Assistant

Newcastle Dog & Cat Shelter are growing and developing every year and this exciting new role will allow the right person to grow with the charity and become an integral part of the team.

We are looking for an Events Assistant with experience of organising events. The successful applicant will work within our friendly and passionate fundraising team to help raise funds to keep the charity running and to help many more animals in need across the North East.

You will handle events from start to finish and liaise with relevant stakeholders in the process ensuring you report on income and expenditure for each event.

As you will be a friendly, outgoing person with a passion for our cause, you will always strive to engage with people to raise public awareness & gain public support.

This role will require a full clean UK driving licence.

This role will be working a 37.5-hour week on a rota including weekends and evenings. Some late-night working will also be required due to the nature of this role.

Salary circa £19,000 per annum.

Responsibilities and duties will include:

- Organise handle events from start to finish and liaise with relevant stakeholders in the process ensuring you report on income and expenditure for each event.
- Develop our programme of events to increase income
- Manage our challenge events calendar and develop this to increase funds raised
- Maximise the potential of current events
- Keep accurate records relating to events, including income and expenditure, licenses, collections etc.
- Represent the shelter at relevant external events
- Participate in and offer full support to all fundraising, events, and media activities
- Undertake any training/development opportunities to fulfil the requirements of the post
- Any other duties which arise during your employment or as deemed necessary by senior management for the development and success of the shelter.

For an informal chat about the role, please contact Beth by emailing beth@dogandcatshelter.com.

To apply, please submit a CV and Cover Letter. Applications without a Cover Letter will not be considered.

The deadline for applications is Friday 6th August with first interviews taking place week commencing 8th August.