



KPS – Kendrick Parents’ Society

Events Sponsor Coordinator

Job Description & Person Specification

KPS Event Sponsors Coordinator

The role of KPS Event Sponsor Coordinator is to help with the fundraising through corporate sponsorships and match-funding by promoting the KPS initiatives within the organisation they work and promote match-funding to other parents of the school.

Key Responsibilities:

The post-holder will

1. Research corporates who are willing to match fund charity initiatives taken by their employees
2. Engage with KPS Treasurer to identify parents who work with those corporate
3. Identify ways of promoting corporate match-funding to all KPS members and all parents
4. Create a step by step process of corporate match-funding activity.
5. Prepare any necessary forms and letters that is required for this purpose.
6. Create a database of all companies that help with corporate match-funding.
7. Help in meeting annual KPS income targets and expectations

Person Specification:

- Understanding and supportive of the ethos of the Kendrick School.
- Good communication skills - written, in person and on the phone.
- Networking & building good relationships
- Ability to handle sensitive or confidential information.
- An enthusiastic team player with good interpersonal skills
- A friendly, professional and ‘can do’ approach.
- Proactive approach

This role is perfect for someone passionate about fundraising. Joining a fundraising team (ideally 6), you will work closely with the KPS and share ideas with the other fundraisers in the team who are based in and around Reading.

The post holder must read the **Health & Safety Policy** and **Safeguarding Policy of the school** before coming into contact with students and or organising events. These can be found on the school website. If anyone has a safeguarding concern about a student, they must report it to the **Designated Safeguarding Officers, Ms Kattirtzi or Mr Simmonds**. Post-holders must also be aware of the use of personal information according to the **GDPR regulations**.

The list of responsibilities outlined above is not intended to be exhaustive and the post-holder may be required to undertake other, reasonable tasks when necessary.

I have read and understood my responsibilities

Signed

Dated