



EVENTS, FUNDRAISING & COMMERCIAL CO-ORDINATOR ROLE DESCRIPTION

<p>Key Tasks</p>	<p>The Trust's objectives are defined in its Strategy as including (i) supporting its members with events, (ii) raising funds and (iii) supporting local causes. The Trust's Events, Fundraising & Commercial Co-ordinator is elected by Trust Members to the Board in accordance with the Trust's Election & Voting Policy. His/her role is to:-</p> <ul style="list-style-type: none"> • identify tactics to accomplish those objectives, such as:- <ul style="list-style-type: none"> ○ ensuring that a programme of non-matchday events and initiatives is established, to enable the Trust to engage with members, other fans and the wider community and to enable them to get involved in its activities; ○ devising and co-ordinating fundraising schemes, assisting the Trust both to meet its day-to-day operating costs and to increase its financial support of Lincoln City Football Club; ○ building and maintaining relationships with commercial partners willing to support the Trust financially; and ○ working hand-in-hand with members of the Lincoln City family and other appropriate organisations on shared projects that benefit the club, its fans and the local community;
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	<ul style="list-style-type: none"> ○ collaborate with relevant Trust Officers in arranging appropriate publicity of activities. ● take charge of, organise, direct, influence, guide, encourage, inspire and motivate the Trust's volunteer workforce to implement those tactics; ● ensure that the Trust's volunteer workforce has the training, mentoring, support and tools that it requires to implement those tactics; ● ensure that actions assigned to the Trust's volunteer workforce are undertaken within agreed timescales; ● keep informed on issues relevant to the role; ● provide progress reports at all Trust Board meetings; ● provide the Trust's Treasurer with full details of all income received and of all expenditure incurred; ● attend on a regular basis all meetings of the Trust Board and of the Committees and Working Groups relevant to the role, read all the papers, and contribute to the discussions and decision-making process; ● act at all times in the best interests of the Trust and its members, safeguarding the good name and values of the Trust; ● declare any conflicts of interest as soon as they are known.
Qualities required	<ul style="list-style-type: none"> ● Dedication, passion, empathy, focus and objectivity. ● Commitment to the values of the Trust. ● Commitment to undertaking all key tasks defined in this Role Description. ● Commitment to attend meetings and accept responsibility for the performance of key tasks.
Skills required	<ul style="list-style-type: none"> ● Understanding of issues faced ● Inter-personal ● Networking and relationship building ● Effective communication ● Methodical and reliable ● Efficient record-keeping ● Innovative thinking ● Decision making ● Problem solving ● Goal-setting ● Delegation
Responsible to	<p>In accordance with the Trust's policies for:-</p> <ul style="list-style-type: none"> ● Board Membership & Conduct ● Data Protection ● Discipline ● Equality & Diversity ● Media Use <p>the role holder is responsible to:-</p> <ul style="list-style-type: none"> ● the Supporters Trust board ● the Supporters Trust's Chair

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| | <ul style="list-style-type: none">• the Supporters Trust's Treasurer• the Supporters Trust membership. |
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