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[www.ben.org.uk](http://www.ben.org.uk)



## Events Executive

**Based at Head Office, Sunninghill, Ascot.  
35 hours per week**

### The role

We have a fantastic opportunity for an Events Executive to join our Business Development Team. Based in Ascot you will take a proactive lead in developing and growing Ben events programme and be responsible for increasing attendance/participant to achieve income targets. It will require working with supporters to ensure they have a positive experience as well as networking to build greater relationships and open opportunities for other areas of income.

### Key Responsibilities

- Manage a varied portfolio of events
- Identify new event opportunities
- Monitor income generated against budget
- Recruit Attendees/participants
- Work closely with other Business Development Teams to ensure supporters have a positive experience, build relationships and identify other potential fundraising opportunities

### The person

You will have an understanding of events and be able to demonstrate initiative and show creativity. You will have strong organisation skills and enjoy working collaboratively. You will have a positive and outgoing personality with excellent people skills and be passionate about building relationships. You will also have excellent verbal and written communication skills, with the ability to engage and motivate others.

In return we offer you:

Competitive pay  
Generous holiday allowance  
Contributory Pension Scheme - matched up to 3 %  
Free DBS check (subject to eligibility being met)  
Excellent training and development  
Referral scheme  
Childcare vouchers  
Free parking  
Subsidised Restaurant  
Discount on certain car brands

If this describes you, then please contact us at [careers@ben.org.uk](mailto:careers@ben.org.uk) and enclose your latest CV and covering letter explaining why you are the ideal candidate for this role.

If you are ambitious and motivated and want to make a positive difference to people's lives, get in touch with us.

 /BenSupport4Auto

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