



Wiltshire  
**Air Ambulance**  
funded by you, flying for you

## Job Description

### Community Engagement and Special Events Coordinator

<b>POST:</b>	Community Engagement and Special Events Coordinator
<b>RESPONSIBLE TO:</b>	Senior Community Relationship and Volunteers Manager
<b>REPORTS TO:</b>	Senior Community Relationship and Volunteers Manager
<b>KEY RELATIONSHIPS:</b>	Director of Income Generation and Communications Director of Finance and Infrastructure Senior Fundraising Manager Senior Communications and Manager

### SUMMARY & MAIN PURPOSE OF JOB

Wiltshire Air Ambulance is a charity providing an essential Helicopter Emergency Medical Service to people living, working, and travelling across Wiltshire, Bath and surrounding areas.

This role ensures our community fundraisers, prospective supporters, volunteers and long-term friends of the charity are appropriately engaged with and supported. It also includes the project management of internal events on behalf of Wiltshire Air Ambulance, working in partnership with Wiltshire Bobby Van Trust to organise the fundraising event at Middlewick House and managing and hosting all the bookings for our training rooms.

### KEY RESPONSIBILITIES

- Project manage all internal events on behalf of WAA including the AGM, Friends Celebration, and Visitor open days.
- Point of contact for local town councils and Mayors.
- Create accounts for trusts and raise subsequent funding applications for grants. Ensure communications are recorded on the database.
- Work in partnership with Wiltshire Bobby Van Trust to organise the fundraising event at Middlewick House.
- Support the community team in delivering our Christmas card offering.
- Issue WAA fundraising packs and appropriate fundraising support materials e.g., gazebos, PVC banners, pull up banners for the above events.



- To devise innovative partnership opportunities for existing and potential supporters in Wiltshire and Bath.
- Be responsible for booking new community events and ensuring they are well supported by staff and volunteers.
- Regular face to face, email and telephone interaction with prospective supporters, volunteers, and long-term friends of the charity.
- Manage and host all booking for WAA training rooms. Ensure invoices are raised and visiting instructions are sent in advance.
- Monitoring and managing hello@ email account.
- Attend some community events to support new fundraisers.
- Work closely with colleagues in the charity team to identify cross team opportunities and ensure an integrated approach.
- Liaise with the marketing and communications team to ensure that events are supported appropriately.

### General

- Arranging and facilitating visits and cheque presentations.
- Answer the phone, dealing with callers in a manner which is helpful, caring and understanding, direct calls and take messages.
- To act as an ambassador for the charity and assist where required at events organised by Wiltshire Air Ambulance. This includes evening/weekend work for which time of in lieu will be given.
- Respect confidentiality of all information obtained whilst working for Wiltshire Air Ambulance.
- Any other duties as may be required.

This job description is subject to review and alteration in light of future change or developments.

Dated: August 2022

