

Candidate Pack: Events Officer

Location: Hybrid with presence in London office once per week

Salary: £28,000 - £32,000 FTE

Contract: Permanent

Hours: Part time – 22.5 hours per week

Closing date: Midnight Sunday 27th September

**Saving and improving the lives
of those living with chronic
bowel conditions**



Welcome from Amber Woodward-Brown, Head of Fundraising & Communications at Bowel Research UK

Thank you for your interest in joining Bowel Research UK.

As Head of Fundraising and Communications, I am delighted that you are considering becoming part of our team at such an exciting time in the charity's journey. We are a passionate and committed organisation, united by a shared ambition to improve the lives of people affected by bowel cancer and bowel disease through pioneering research.

Over the last year, we have been building strong foundations for future growth. With a clear vision, an ambitious strategy, and a dedicated team, we are creating new opportunities to increase awareness, strengthen supporter engagement, and generate the income needed to fund life-changing research. There is a real sense of momentum across the organisation, and it is a fantastic time to join us.

At Bowel Research UK, collaboration, creativity and compassion sit at the heart of everything we do. We are proud of our supportive culture and the genuine commitment our colleagues bring to their work every day. No matter your role, you will have the opportunity to make a meaningful contribution to our mission and help shape the future of the charity.

We are looking for someone who shares our passion, brings energy and fresh ideas, and is excited by the opportunity to grow alongside us. Whether your motivation comes from personal experience, a commitment to improving health outcomes, or simply a desire to make a difference, we would love to hear from you.

Thank you for taking the time to learn more about this opportunity. I hope the information in this pack gives you a sense of who we are, where we are heading, and the impact we can achieve together.

I look forward to receiving your application and wish you every success throughout the recruitment process.

With best wishes,

Amber



Background on Bowel Research UK

Bowel Research UK is a national medical research charity dedicated to funding new treatments and potential cures for bowel cancer, inflammatory bowel disease and other bowel disorders. Their goal is to save lives while also enabling people living with chronic bowel conditions to enjoy a much better quality of life.

Bowel Research UK was founded in 2020 following a merger between two well-respected charities: Bowel & Cancer Research and Bowel Disease Research Foundation. Today Bowel Research UK is funding life-changing research into bowel cancer and other bowel diseases.



In the UK, three quarters of a million people live with serious bowel conditions, and tragically, more than 17,400 people die from bowel cancer every year. It's the second deadliest cancer in the UK. Bowel cancer and other bowel diseases are woefully underfunded, even though the fact that these conditions can affect anybody; 1 in 17 men and 1 in 20 women will suffer from bowel cancer during their lives.

This must change. Bowel Research UK is working hard to find better treatments for bowel cancer and other bowel diseases, so people can live longer and enjoy a better quality of life.

They believe that a cure for bowel cancer and effective treatments to mitigate, or entirely eradicate, other bowel diseases remain possible – but only if they continue to fund leading research and invest in scientific and medical communities today, to see the benefits tomorrow.

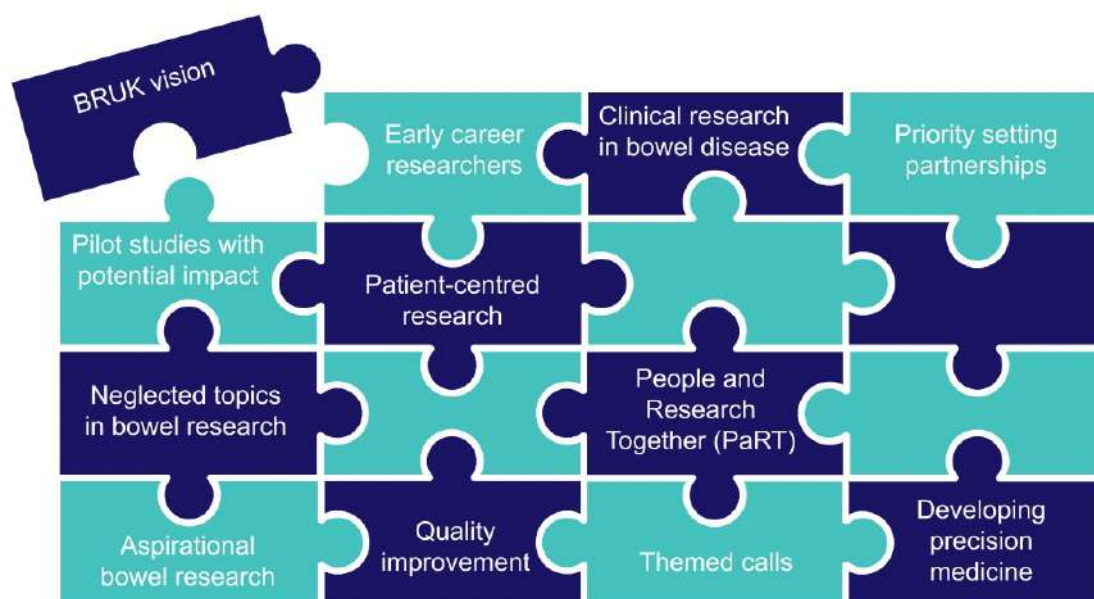
That's why they're working with some of the best experts in the field - from surgeons and other clinicians to researchers and scientists, and patients themselves - to find new ways to treat and beat these diseases.



About Bowel Research UK's research

Bowel Research UK brings together researchers, healthcare professionals, patients, families and decision-makers to advance and fund pioneering research into bowel cancer and a wide range of bowel conditions, including chronic diseases such as Crohn's disease, ulcerative colitis, and incontinence.

Research priorities:



The charity's funding portfolio includes:

- Funding early-stage, proof-of-principle research through initial development grants, providing essential backing for promising projects to generate the evidence required to secure larger awards from major funding bodies such as the NIHR.
- Clinical research projects with the potential to transform the prevention, diagnosis, and treatment of bowel disease. Current work includes studies at the University of Southampton investigating the role of viruses and the microbiome in the development of inflammatory bowel disease.
- Patient-centred research that improves outcomes and lived experience, including work at the University of Glasgow focused on enhancing the patient experience of emergency surgery.
- PhD programmes that develop the next generation of research leaders in the field. For example, a PhD student received funding from Bowel Research UK to undertake research at Queen Mary University of London.
- The 'Hard to Fund' programme, which addresses unmet need by funding research into less common or underfunded bowel conditions that may otherwise struggle to secure traditional funding.
- Patient and public involvement initiatives, including their People and Researchers Together (PaRT) programme, which ensures that patients and the public are actively involved in shaping research priorities and delivery.
- Work in partnership with leading organisations to co-fund and deliver research, including their close collaboration with the Association of Coloproctology of Great Britain & Ireland (ACPGBI), of which they are proud to be the charity partner.

49,300

people diagnosed with bowel cancer every year in the UK

500,000

people in the UK are living with an inflammatory bowel disease (IBD)

750,000

people live with a serious bowel condition

£3 million

we've invested in research since 2020

62p of every £1

supports our charitable work and research

Fundraising is critical to ensuring Bowel Research UK can continue to deliver their mission and purpose. Their event fundraising portfolio currently contributes to this around £240,000 per year.

Background on the Events Officer role



Bowel Research UK are looking for an enthusiastic and organised Events Officer to lead the delivery and growth of our challenge events programme.

This role will focus on recruiting, supporting and stewarding participants across a range of fundraising events, with responsibility for the charity's London Marathon programme and third-party challenge event portfolio.

The postholder will play a key role in growing participation and income from challenge events, ensuring supporters receive an exceptional experience from registration through to completion. Working closely as part of the fundraising team, the Events Officer will identify opportunities to expand the charity's events programme and maximise fundraising potential.

Why is the role vacant?

The fundraising team and strategy are evolving at Bowel Research UK, making this an exciting time to join. The current Challenge and Community Events Manager is moving onto a new role and after evaluating team structure in line with fundraising ambitions, the decision has been made to focus this role primarily on third party events.

Who is Bowel Research UK looking for?

The successful candidate will be proactive, self-motivated and collaborative, bringing experience in events and supporter care, and ideally of working on the London Marathon. This role demands someone who is positive, adaptable and solutions oriented; driven to deliver engaging stewardship that motivates participants and helps them achieve their fundraising goals. The candidate will be able to represent the charity professionally in both virtual and face-to-face settings, with relationship management skills that demonstrate confidence and capability in building effective relationships.



What does success look like in this role?

- Achievement of challenge event participation targets.
- Growth in income generated through challenge events such as the Great North Run and the London Marathon.
- Growth in participants recruited through third-party event platforms.
- Supporter retention and satisfaction levels.
- Accurate and timely CRM record management.
- Delivery of agreed fundraising income targets.

Areas of potential

It's an energising time to join the fundraising team, the new strategy holds big ideas that will be developed overtime. The successful candidate will be inheriting a well looked after portfolio and existing stewardship plan. The Bowel Research UK fundraising team is small but highly effective. They achieve a great deal and work collaboratively to ensure you have the support you need to succeed in the role.



Potential areas of challenge

The events landscape is constantly evolving, so it will be important to stay attuned to changes in the market and identify emerging opportunities. You will need to bring creativity and fresh ideas to ensure Bowel Research UK continues to capture people's interest, enthusiasm and support.

What might a typical day look like in role?

The Events Officer role is varied, with different activities, events and priorities taking place throughout the year. It's a role where there is always something new to get involved in, making every month different. This role gives you the opportunity to meet some truly inspiring people and support, motivate and encourage them to achieve - and even exceed - their fundraising ambitions

This could include:

- Supporting our existing challenge eventers and London Marathon participants with their fundraising needs, providing ideas and fundraising guidance
- Liaising with challenge event partners to discuss future opportunities and package details
- Updating event portals with supporter details
- Thanking our supporters in creative and tailored ways
- Recruiting and supporting volunteers who cheer at events
- Updating the CRM to ensure supporter data is accurate and up to date
- Collaborating with other fundraising colleagues on share pieces of work and projects.

Key responsibilities: Events Officer

Challenge Events Management

- Coordinate the charity's challenge events programme, ensuring effective planning, delivery and evaluation.
- Recruit, steward and retain challenge event participants to maximise fundraising income and supporter engagement.
- Act as the primary contact for supporters taking part in challenge events.
- Develop tailored communications, fundraising resources and supporter journeys.
- Monitor participant progress and provide fundraising advice and encouragement.
- Deliver excellent stewardship to encourage repeat participation and long-term supporter engagement.

London Marathon Programme

- Manage the charity's London Marathon programme from recruitment through to post-event stewardship.
- Coordinate the application, selection and onboarding process for charity place runners.
- Support participants with fundraising plans, training resources and event information.
- Organise marathon communications, webinars, supporter packs and engagement activities.
- Monitor fundraising commitments and maximise income generated by participants.
- Ensure all runners receive outstanding supporter care throughout their journey.

Third-Party Event Platforms

- Manage the charity's relationships with third-party challenge event providers and fundraising platforms.
- Maintain and develop listings across relevant third-party event websites and platforms.
- Identify new challenge event opportunities to diversify and grow participation.
- Monitor platform performance and return on investment.
- Ensure event information is accurate, engaging and regularly updated.

Event Growth and Development

- Support the development and implementation of strategies to increase event participation and income.
- Research new challenge events and fundraising opportunities.
- Analyse participation and fundraising data to identify trends and opportunities for growth.
- Contribute ideas for improving supporter recruitment, retention and engagement.

- Support the development of annual events income targets and plans.

Data Management and Reporting

- Maintain accurate supporter and event records within the charity's CRM system.
- Ensure all participant data is managed in accordance with GDPR requirements.
- Produce regular reports on event participation, fundraising performance and supporter engagement.
- Monitor income against targets and provide updates.

General Responsibilities

- Represent the charity professionally at events and supporter-facing activities.
- Work collaboratively with colleagues to maximise fundraising opportunities across all income streams.
- Ensure excellent supporter care standards are maintained at all times.
- Undertake other duties appropriate to the role.



Person Specification: Events Officer

Person Specification

Essential Experience

- Experience coordinating fundraising events, challenge events or similar supporter engagement activities.
- Experience providing customer care, supporter care or relationship management that results in supporter engagement, loyalty and income.
- Experience working towards income, participation or performance targets.
- Experience using CRM systems or databases to manage supporter information – *ideally Donorfy*.
- Experience managing multiple projects and deadlines simultaneously.

Essential Knowledge and Skills

- Able to effectively prioritise own workload, with the ability to manage multiple relationships and priorities simultaneously.
- Demonstrable ability to write content for and communicate with a range of audiences.
- Ability to build positive relationships with supporters and external partners.
- Understands the value and importance in delivering accurate work and maintaining accurate records.
- Ability to work independently and manage competing priorities.
- Demonstrable ability to use MS Office tools to the standard needed to deliver the requirements of the role.
- Ability to interpret and report on fundraising or participation data.

Desirable Experience

- Experience coordinating participation in the London Marathon or similar mass-participation events.
- Experience working with third-party event providers and fundraising platforms.
- Understanding of fundraising regulations and GDPR requirements.

Benefits & life at Bowel Research UK

Salary	£28,000 - £32,000 FTE (£16,800 pro rata) The successful candidate will be offered along the salary band in line with their experience and performance at interview.
Hours	22.5 hours per week
Contract length	Permanent
Location, travel, and flexible working	Bowel Research UK is a flexible employer, and this role is offered on a hybrid working basis. The postholder will be required to work from the charity's London office one day per week, there is flexibility in working patterns although monthly team meetings occur on Tuesdays. For candidates who prefer an office-based arrangement, there is also the option to work from the office full-time if preferred.
Annual leave	25 days annual leave, plus public holidays, and 3 additional discretionary days at Christmas
Pension	5% employer contribution
Other benefits	• Death in service – 4 x annual salary • Health cash plan scheme including Perkbox • Employee assistance programme, including access to annual health check and digital GP • Season ticket loan • Cycle to work scheme

If you have questions about the benefits package, or if there are policies you would value seeing before continuing in the selection process, please do reach out via recruitment@thinkcs.org and we will be happy to find out the information you need.

Equality, Diversity and Inclusion

Bowel Research UK is committed to treating everyone fairly, equally, and with respect. They are an equal opportunities employer and actively promote equality of opportunity by ensuring fair treatment for all and opposing all forms of discrimination in the workplace.

Throughout the recruitment process, the charity and THINK Recruitment will ensure that candidates are assessed solely on merit, without reference to any protected characteristic, and that no individual receives less favourable treatment for any reason.

Selection criteria are strictly based on the requirements of the role and are directly relevant to the skills, experience, and qualifications needed to perform the job effectively. Only criteria that are essential to the role will be used in the assessment of candidates.



All recruiting managers are required to ensure that no pre-judgements or preferences are made in advance that could influence or compromise the fairness of the recruitment process.

Bowel Research UK's Equal Opportunities Policy is available upon request.

How to apply

To express interest in this role, and to arrange an initial conversation with THINK Recruiting please email recruitment@thinkcs.org with a copy of your CV and contact information.

Our recruitment team will have an informal screening conversation with all applicants prior to shortlisting. Rather than requesting candidates submit a supporting statement or cover letter, we will provide interested candidates with screening questions to answer which alongside your CV will form your application. Please ensure you allow enough time to have a call prior to the closing date, as we cannot put candidates through to shortlist who have not been screened.

Screening calls with THINK Recruitment	Monday 14 th September – Friday 25 th September 2026
Closing date	Midnight Sunday 27 th September 2026
Invites to interview out to candidates	Midday Wednesday 30 th September 2026
Interviews	W/C 5 th October 2026
Decision by	EOD Friday 9 th October 2026

All effort will be made to keep the process to one stage. At the point of invitation, candidates will receive further details including information about the panel, any task requirements, and the interview questions in advance to support preparation.

If you require any reasonable adjustments to support your participation in the selection process, please contact THINK Recruitment. All requests will be handled confidentially.

Thank you for your interest, please do get in touch if you have any questions.

THINK Recruitment

recruitment@thinkcs.org

The logo for THINK Recruitment features the word "THINK" in white, bold, uppercase letters on a black rectangular background. Below it, the word "Recruitment" is written in black, bold, uppercase letters on a white rectangular background. To the left of the "Recruitment" box is a small black square.

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Recruitment

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