



Event & volunteer organiser - Motorcycle charity

The official charity of motorcycle racing organisations Dorna and the FIM (Fédération Internationale de Motocyclisme), Two Wheels for Life works with the enormous goodwill of the motorcycle community to make sure healthcare reaches people in the poorest and most remote parts of Africa.

We run incredible auctions and events with the help of the riders and teams of MotoGP™ as well as fundraising in other areas of the motorcycle world.

The life-saving programmes we support operate in four African countries; The Gambia, Nigeria, Malawi and Lesotho, ensuring health workers' vehicles used to deliver vital healthcare run reliably day in, day out.

About the role

Two Wheels for Life are looking for an important new member of the team. This is an exciting role taking over the running of existing (non-MotoGP™) events, working with us to develop new fundraising events and managing our incredible team of volunteers.

The role will involve developing income and awareness of our charity at motorcycle events around the UK primarily but also Europe. The new recruit will attend events, plan fundraising activities, execute set up and take down, and lead a team of volunteers.

At our flagship fundraising event Day of Champions as part of the British MotoGP™, the post holder will have a key role. In 2024 Two Wheels will be the official charity partner of the Goodwood Festival of Speed the new recruit will work with our team to help us deliver our presence there to a high standard.

Over time we are keen for this member of staff to work with us to build new fundraising events into our annual schedule.

The role will also involve nurturing and building our volunteer community, finding new ways of using them more effectively to spread the word about what we do and raise more funds.

When not working at events, the team member will work from home, and will stay in touch with volunteers and the rest of the team with regular meetings and Zoom calls to stay on top of the organisation's activity and promote activities.

About the role

- Hybrid hands-on event and home-working desk based role.
- Managing volunteer recruitment, communicating with volunteers about opportunities throughout the event calendar and organising an annual volunteer get-together.
- Finding new ways to use our volunteer network to amplify awareness and fundraising.
- Planning events, including developing fundraising ideas with the help of the team, communicating with suppliers and organisers.
- Creating marketing and promotional materials for the event such as fliers and banners etc.
- Managing volunteers over the course of events such as scheduling their working slots,
- Sending thank yous and following up on new contacts post the event.
- Set-up and take-down of events including driving a van with all event equipment.
- Event fundraising including running live auctions, prize draws, raffles, digital donation etc.

Essentials

- Friendly professional manner, good at working with people at all levels.
- Experience of working on or running live events.
- Genuine interest and understanding of the work we do.
- Confidence to do practical work such as driving, picking up, erecting stands etc.
- Good knowledge of office applications such as email, Google Docs, Google Sheets etc.
- Knowledge of, or ability to learn new digital skills such as Mailchimp and CRM.
- Full driving licence held for at least 3 years.
- Self-starter who has experience of managing their own workload.
- Successfully experience of working from home and working in a remote team.
- Ability to travel/ work weekends when necessary which will be a considerable number of weekends across the summer (time off in lieu).
- Based in England; Midlands or North.

Beneficial skills

- Knowledge or experience in the world of motorcycles whether manufacture, racing or other.
- Experience in an organisational role at charity fundraising events in a paid or volunteer capacity.
- Motorcycle licence

Details

- Salary £25-32 Depending on experience.
- Full time role 35 hrs a week. Potential for part time (pro-rata).
- Flexible working available.

- Home-working.
- Probation period - 3 months.
- All necessary equipment provided.
- Vehicle for duration of events, when required.
- Employer pension contribution after successful completion of probationary period.
- 25 days annual leave.

We are an equal opportunities employer. We are open to people of all ages and ethnicities.

To apply

Email your **CV and a covering letter** to chantal@twowheelsforlife.org.uk

Please send your application as soon as it is ready as we will start reviewing applications immediately

Deadline for applications is 15 December at Midday.

This has been extended to 19 January at Midday.