



Job Title	Assistant Fundraiser
Responsible To	Fundraising and Communications Manager
Salary	£9 - £11 per hour dependant on experience
Hours	30 per week, Monday - Friday, occasional evenings and weekends required

Job Summary

The Assistant Fundraiser will work as part of a new small Fundraising Team under the direction of the Fundraising and Communications Manager assisting with raising income and awareness.

Job Description

- To work as directed by the Fundraising and Communications Manager to ensure that all targets are being met and the fundraising plan and strategy is being followed
- To be a champion for Unique Kidz and Co, promoting the charity within the local and wider community to ensure that Unique Kidz and Co is the charity of choice
- To be part of a small team responsible for developing fundraising initiatives and opportunities
- To be the first point of contact for all fundraising enquiries, responding in a timely manner and to build new relationships with corporate supporters, community groups and individuals wishing to fundraise for Unique Kidz and Co.
- To deliver presentations to businesses, community groups and schools to promote the work of Unique Kidz and Co
- To work with the Fundraising and Communications Manager to establish a calendar of inspiring events and to coordinate and plan Unique Kidz and Co.'s events including online fundraising pages, planning, event registration, ticket sales and collecting donations/sponsorship money
- To run the Unique Kidz and Co online EBay store
- To attend local networking groups and events to represent and promote Unique Kidz and Co
- To recruit and support fundraising volunteers
- To assist with donor communications ensuring all are sent out in a timely manner

- To collate information that can be used to promote Unique Kidz and Co including advertisements, press releases and materials such as posters, tickets and flyers
- To maintain stock and sourcing promotional materials for Unique Kidz and Co and to deliver/collect these materials to organisations or individuals as required including keeping a record of all boxes and locations
- To attend and contribute to the fundraising team meetings and any other internal meetings as required
- To produce reports and evaluations of events and campaigns as required
- To ensure that all donor information is recorded on the fundraising database whilst adhering to GDPR
- To create and execute risk assessments relating to the work of the fundraising team
- To provide additional administrative support across the charity as and when needed including answering telephone calls and reception duties as necessary in a small office
- To provide continuity in the absence of the Fundraising and Communications Manager
- To safeguard the confidentiality of all service user information and records
- To work to the charity's Policies and Procedures at all times
- Such other duties or responsibilities as may reasonably be required

This position will require the post holder to use their own car and will require working occasional weekends, evenings, bank holidays and lone working. There will be certain physical demands in relation to some activities of this position.

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

Person Specification: Assistant Fundraiser

Requirement	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Full clean driving licence (essential car users post) • 5 GCSE's (Grade A* to C) or equivalent including English and Maths 	<ul style="list-style-type: none"> • Relevant fundraising/events qualification 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of organising own workload and meeting challenging deadlines • Experience of communicating with the public either face to face, by telephone or in writing • Knowledge of data protection and GDPR 	<ul style="list-style-type: none"> • Experience of working in a similar role with a proven track record of successful fundraising and event management • Experience of working with volunteers • Knowledge and understanding of Risk Assessments and Health and Safety • Knowledge of best practice within the charity sector generally and particularly fundraising standards within the Code of Fundraising • Good knowledge of the local community 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication, interpersonal and writing skills • Excellent organisational skills • Presentation and public speaking skills • Computer literate with excellent IT skills being confident in using Windows based software • Ability to work independently as directed and be self-motivated 	<ul style="list-style-type: none"> • Ability of administering fundraising processes and procedures • Ability to form and maintain positive relationships • Ability to work within a budget • Ability to use graphic design packages and online sites 	Application Form / Interview
Personal Attributes	<ul style="list-style-type: none"> • Friendly • Creative and flexible • Team player • Positive, can-do attitude • Able to adopt a flexible approach to working 	<ul style="list-style-type: none"> • Awareness of children and young adults with disabilities 	Interview

Other	<ul style="list-style-type: none">• Knowledge of the charity and the work that it delivers in the local area	<ul style="list-style-type: none">•	Interview
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