

Fundraising Assistant

Job Summary

We are seeking a compassionate and organised Fundraising Assistant to join our fundraising team in promoting and delivering activities that raise funds for our hospice services.

St Teresa's Hospice Band 2, £22,420.00 per annum pro rata.

22 hours per week to be worked over 5 days

Fixed-term contract until 31 March 2025

Employer: St Teresa's Hospice (independent registered charity)

Important application info:

Successful applicants are required to provide a basic disclosure. Disclosure expense will be met by St Teresa's Hospice. All posts are subject to a six-month probationary period.

The closing date for this job is: 5 January 2025. This job advert will close as soon as sufficient applications have been received. Please apply for this job as soon as you can, if interested.

Please be aware that we do not have a sponsor licence, and are therefore only able to appoint candidates who are eligible to work in the UK.

Main duties of the job

This role involves providing excellent administrative assistance, coordinating events, maintaining donor relations, and supporting the team's efforts to ensure that everyone receives the best possible supporter care. The ideal candidate will have a passion for our cause, excellent communication skills, and a strong attention to detail.

Please see the job description and person specification for further details.

About us

Join an organisation where we all work together for a shared charitable goal, based in beautiful grounds with a community feel and an inclusive culture.

Benefits of working for St T's include:

- Training and development opportunities
- Flexible working schemes
- Generous company annual leave, sick pay, and maternity/paternity/adoption pay entitlements
- Choice of pension schemes available
- Opportunities to attend and participate in fun and exciting fundraising and awareness events
- Annual staff workshop and workforce events, including long service awards
- Employee Assistance Programme including free counselling/CBT
- Discounted complementary therapies including acupuncture & massage
- Free eye tests for computer users
- Hospice-based staff are eligible for free annual flu jabs

Please contact HR for further details.

St Teresa's Hospice complies with GDPR during the recruitment and selection process. For information on how we process your data, please see St Teresa's Hospice Recruitment Privacy Notice.

St Teresa's Hospice is a Disability Confident Employer. We are committed to employing and retaining disabled people, and we encourage applications from all sectors of the community.

To apply:

You can apply by downloading an application form from our website and submitting it to hr@darlingtonhospice.org.uk

The application form, full job description and person specification is available on our website at

<https://darlingtonhospice.org.uk/work-with-us/> (if it isn't showing yet, please contact us at hr@darlingtonhospice.org.uk and we'll send you a copy).

We aim to respond to all applications, however if you apply and are not contacted within a month of your application then please assume that you have not been shortlisted for the role on this occasion.