

St Teresa's Hospice

JOB DESCRIPTION

1. JOB DETAILS

Job title: Fundraising Assistant

Grade: 2

Reports & is responsible to: Senior Fundraiser

Location: St Teresa's Hospice IGT Team

2. JOB PURPOSE

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. 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.

3. ORGANISATIONAL CHART

Hospice Board of Trustees



Chief Executive Officer



Senior Fundraiser



Fundraising Assistant

4. DIMENSIONS

The Department consists of:

6 people

5. KEY RESULT AREAS

Administrative Tasks: Handle day-to-day administrative duties of a busy fundraising office such as scheduling meetings, responding quickly and effectively to inquiries, and preparing event materials.

Event Coordination: Help organise and execute fundraising events, including logistics, communication with participants, and venue coordination.

Donor Relations: Support the team in communicating with current and potential donors, sending thank-you notes, and providing updates on the impact of their donations.

Campaign Assistance: Assist with the creation and distribution of promotional materials for fundraising campaigns (newsletters, social media posts, etc.).

Database Management: Ensure that donor records are accurately updated and maintained.

Research: Assist in identifying potential donors, corporate sponsors, and grant opportunities.

Volunteer Coordination: Support in the recruitment and management of volunteers for fundraising events and activities.

6. MOST CHALLENGING PART OF THE JOB

7. DBS / other checks required:

This post is deemed to require a Basic DBS check via the Disclosure and Barring Service. This is due to the fact that the post has access to premises where we care for children and/or vulnerable adults, and due to access to confidential records/company finances/financial information. Further information on the Basic Disclosure service is available from <https://www.gov.uk/government/publications/basic-checks>

All employees of St Teresa's Hospice are required to provide proof of their identity and eligibility to work in the UK.

Employees will be required to complete compliance checks in line with our current policy, as relevant to their role, such as providing evidence of professional registration, insurance and qualifications, employment history and references, and health clearance.

This job description is intended as a guide to the principle duties and responsibilities of the post. It must not be regarded as precisely defining all duties and will be subject to amendment in the light of developing service needs and changes in health policy.

PERSON SPECIFICATION

All factors must be measurable and justified by the job

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND QUALIFICATIONS		
1. Excellent administration skills and ability to manage multiple tasks	✓	
2. Able to positively engage with supporters in support of their fundraising activities	✓	
3. Proficient across Microsoft Office	✓	
EXPERIENCE		
1. Demonstrable experience of using general office systems, working with financial data and procedures	✓	
2. Excellent verbal and written communication skills	✓	
3. Proven experience of delivering exceptional supporter care and maintaining relationships	✓	
4. Ability to problem solve	✓	
5. Confident in using a CRM database (Raiser's Edge)		✓
SKILLS AND COMPETENCIES (demonstrable abilities)		
1. Great team player and equally able to work on own initiative	✓	
2. Excellent attention to detail	✓	
3. Positive and proactive attitude	✓	
PERSONAL QUALITIES AND MOTIVATION		
1. Commitment to the vision, values and mission of the Hospice	✓	
2. Understanding of and commitment to equality, diversity, inclusion, and equity	✓	
3. Willingness to work occasional evenings or weekends as required for fundraising events.	✓	