



PILGRIMS HOSPICES – JOB DESCRIPTION

FUNDRAISING ADMINISTRATOR

MAIN PURPOSE AND SCOPE OF THE JOB:

Would you like to work for an award-winning charity? This is a fantastic opportunity for someone looking for their first role in the charity sector, as you will get the chance to develop your knowledge and skills in a dynamic and varied fundraising environment. Your main responsibilities will be to provide administrative support for campaigns and events, with day to day supervision from the Individual Giving Officer.

POSITION IN ORGANISATION

Reports to: Individual Giving Manager with day to day supervision from the Individual Giving Officer

DUTIES AND KEY RESPONSIBILITIES

- To provide key support in the planning and administration of key in-memory and stewardship events and fundraising campaigns, including being available on key dates to co-ordinate events on the day.
- Support on all aspects of campaign delivery on a range of fundraising appeals, ensuring all work is delivered to a high standard, on time and in budget.
- Work closely with the Marketing and Communications team to maximise online and offline publicity.
- Build and maintain excellent working relationships with external suppliers, in order to get the best results and value for money for Pilgrims Hospices.
- Work closely with colleagues to identify and maximise opportunities for cross-promotion and development of annual plans.
- Ensure supporter database is kept up to date, including accurate data capture.
- To travel to and work across all three hospice sites in Canterbury, Thanet and Ashford where appropriate.

The above job description is not an exhaustive list of all the duties of the post holder. It will be reviewed in conjunction with the post holder.

GENERAL RESPONSIBILITIES

Corporate Governance –

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct. Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

Health and Safety –

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Flexibility –

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post

Date Written: April 2022

PILGRIMS HOSPICES – PERSON SPECIFICATION

INDIVIDUAL GIVING ASSISTANT

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential
EXPERIENCE	<ul style="list-style-type: none"> • Experience working in a professional environment • Experience working as part of a team • Experience of planning and working on events • Experience working to tight deadlines 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Excellent written skills and the ability to write strong and engaging letters to supporters • Strong attention to detail and the ability to assess the accuracy of copy and artwork • A good eye for design and creative flair • Confident communication skills and the ability to build relationships with supporters personally, over the phone, via email or social media, in an appropriate and sensitive way. • Fully IT literate and conversant in the use of Microsoft Office applications • Exceptional organisational skills and the ability to plan and prioritise work to achieve objectives whilst maintaining quality and meeting deadlines • Ability to build and maintain positive relationships and contribute to a positive team spirit • Full driving licence and car owner 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding of data protection legislation • Working knowledge of database software 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

QUALIFICATION/ TRAINING	<ul style="list-style-type: none"> • Minimum A level or equivalent 	☑	☑	☑
OTHER REQUIRE-MENTS	<ul style="list-style-type: none"> • Sensitivity to and willingness to develop an understanding of Hospices and end of life care • Proactive and flexible 'can do' attitude • Motivated and highly organised • Calm under pressure 		☑ ☑ ☑ ☑	☑ ☑ ☑ ☑

Date Written: April 2022