



# JOB VACANCY

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**Title:** Fundraising & Events Administrative Assistant (part time)

**Job Ref No:** FEAA161023

**Term:** Permanent (6 month probationary period)

**Main purpose of the post:** To assist with raising funds by researching potential events and fundraising opportunities. To assist the fundraising team with various administrative tasks.

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## PERSON SPECIFICATION

### Essential experience & skills

- Full manual driving licence. **Candidates will have to be over 25 to be able to drive our vehicles. This is due to restrictions on our vehicle insurance policy and is non-negotiable so please do not apply if you are under 25 or do not have a manual driving licence.**
- Experience of applying sound administration techniques and skills.
- Excellent communication skills.
- Experience/ability to research potential fundraising opportunities.
- Excellent organisational and IT skills to include Microsoft office programmes and databases.
- Ability to be flexible and work as part of a team.
- Ability to work on own initiative in the generation of work.
- Ability to maintain a positive & friendly attitude under pressure.
- Understanding of and commitment to the vision, mission and values of Gables.
- **Ability to be flexible and possibly progress to attending events as the role develops.**

### Desirable experience & skills

- Education level 2 in administration or other relevant subject.

#### THE PERSON

The successful candidate will be hard working and reliable, possessing a love of animals and an empathy with people. They will be good humoured and enjoy working in a close knit team. The fundraising department is very busy and the staff must be able to maintain a polite and patient approach to telephone and personal callers at all times. The fundraising staff represent the face of Gables as a first point of contact and therefore the attitude and image presented is vitally important.

**Salary:** £11.25 during probation period, which is increased to £11.60 per hour once probation period, is complete.



## Hours:

Average 25.33 hours a week on the following fixed 3 week rolling shift pattern:

Week 1		Week 2		Week 3	
Monday	Day off	Monday	9.30am – 4.30pm	Monday	9.30am – 4.30pm
Tuesday	9.30am – 4.30pm	Tuesday	9.30am – 4.30pm	Tuesday	Day off
Wednesday	9.30am – 4.30pm	Wednesday	9.30am – 4.30pm	Wednesday	Day off
Thursday	9.30am – 4.30pm	Thursday	Day off	Thursday	9.30am – 4.30pm
Friday	Day off	Friday	Day off	Friday	Day off
Saturday	Day off	Saturday	9.30am – 4.00pm	Saturday	9.30am – 4.00pm
Sunday	Day off	Sunday	9.30am – 4.00pm	Sunday	9.30am – 4.00pm

## How to apply:

To apply please download an application form, complete it and send it to the General Manager, Mrs Claire Sparkes, by email [info@gablesfarm.org.uk](mailto:info@gablesfarm.org.uk). You can also send completed applications by post or by hand in person at Gables.

**We are unable to post out application forms.**

CVs alone will not be accepted.

**Early applications are encouraged.**

## Closing date:

12<sup>th</sup> November 2023.

## Additional Important Information:

- We have dogs from our kennels in our offices therefore staff are not able to bring their own dogs to work with them. We also don't have enough kennel space for staff dogs.
- The holiday allocation for this position is 23 days, which includes public and bank holidays.
- Each working day you will have a 30 minute unpaid lunch break.

**Please see full job description below**

# JOB DESCRIPTION

**Post:** Fundraising Administrative Assistant

**Responsible to:** Deputy Manager

**Objectives of job:** To assist with raising funds by researching potential events and fundraising opportunities. To assist the fundraising team with various other administrative tasks.

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## Duties and responsibilities

### Fundraising and events

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- Research potential event opportunities we can attend such as stalls, dog shows, various types of fairs and town/county shows such as Devon County Show and Yealmpton show. Obtain all information and application forms to complete. Target is to attend at least 2 events per week.
- Check and update the charity's fundraising and events calendar and ensure all events and appointments are written in the fundraising daily diary, events folder and events spreadsheet.
- Apply for store collections/stalls.
- Research and contact companies to obtain donated items we can use for lucky dips.
- Contact local business for raffle prizes. Each raffle to have a 'star prize' around £100 in value. These will consist of Valentines raffle, Easter raffle, summer raffle & Christmas raffle.
- Input all income data onto the annual events spreadsheet.
- Research and apply to be charity of the year for businesses and local organisations.
- Keep the Deputy Manager or General Manager in their absence up to date with totals received for specific appeals.
- Promote Gift Aid donations.
- Identify funding from grants and trusts with details of what we can apply for, how to apply and deadlines.
- Be proactive and Identify and develop other revenue generating activities.
- Maintain and update the donor's database.
- Complete all administration tasks as necessary such correspondence (ensuring copies are kept of all correspondence), filing, database entry and photocopying.
- Count and receipt collection box money as and when requested.
- Receipt and acknowledge donations and well wishes from donors and supporters, as per the relevant SOP's & templates.

- To attend pre planned events if needed.

## **Duties and responsibilities Marketing**

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- Research opportunities to promote the animal care card service and legacy giving by contacting all local Solicitors and Will writers, making appointments to provide details on the service where possible. Ensure you follow up enquiries.
- Respond to any requests for information on how to leave Gables a gift in their will. Utilise the legacy pack and contents.
- Research opportunities to promote free Wills for charity with our current partner to our local community and supporters.
- Research opportunities to promote all sponsorship schemes.
- Administer new sponsorships and sponsorship renewals.
- Report large donations received over £500 to the Deputy Manager, or General Manager in their absence.
- Monitor and research what other charities and organisations are doing, any ideas and things we should be doing should be noted and reported.

## **Duties and responsibilities Communications (external)**

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- Answer the fundraising telephone in the prescribed friendly and helpful manner. You are to pass information to appropriate person or team for action.
- Assist with the content needed for Tails magazine, following the template.
- Assist with our social media platforms as and when requested.
- Report any media opportunities to the Deputy Manager or General Manager in their absence. Ensure we keep an up to date list of media contacts and research other contacts we should have/use.
- Research ways to communicate with supporters on our database through appeals and updates. Check all contacts that have given permission to receive email receive each edition of our Tails magazine.
- Ensure all contacts who have donated to specific appeals receive an update/Tails Magazine on how their donation helped.
- Research opportunities to recruit, promote and support fundraisers who are planning or holding a sponsored event for Gables.
- Research ways to inspire new supporters to raise money for Gables.
- Research ways to raise awareness of the charity and its work at local and national level.

- Maintain the content on the charity's website if requested.

## **Duties and responsibilities Communications (Internal)**

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- Research different methods to communicate with volunteers and employees to encourage them to get involved and make sure they feel included and part of the charity's successes.

## **Duties and responsibilities Volunteer Co-ordination**

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- Assist with the recruitment, placement and retention of volunteers.
- Assist with organising induction sessions for volunteers. Ensure all inductions and appointments are written in the fundraising daily diary.
- Research what we can do to recognise volunteer's individual contributions and years of service.
- Research what volunteers appreciate when we organise regular social and thank you events to recognise their contributions.
- Assist with monitoring volunteer activities & attendance, maintaining accurate records. Keep the volunteer database up to date.

## **Duties and responsibilities General**

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- Carry out driving duties as required by the Management, which will include the collection of money collection pots and donated goods using the charity's vehicles.
- You are responsible for keeping your office, shared office space, desk and office equipment clean and sanitised and assist with keeping the reception building facilities clean and tidy.
- Assist with supporting, training and developing new fundraising staff, in liaison with the Deputy Manager.
- To be polite and helpful to the volunteers, staff and public at all times.
- To be conversant with and implement Gables Health and Safety procedures at all times.
- You are responsible for maintaining client confidentiality and must abide by the data protection act. The Home's day to day operations, policies or procedures are not to be discussed with or within earshot of the general public or volunteers.
- You are entitled to 28 days holiday per annum. Due to the business need of this role, and increase in external events, you will be able to take a maximum of 5 weekends or 10 weekend days per annum.