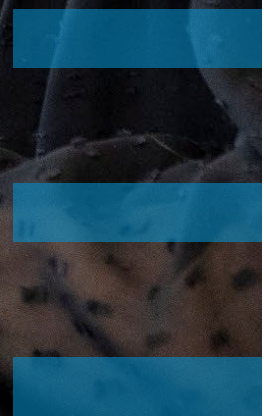




Administrator – Fundraising & Business Development

Candidate information pack

CAUSEWAY





Who we are

Causeway supports marginalised and vulnerable people to recover from trauma and develop safe and fulfilling futures. Our modern slavery and crime reduction services include safe houses, outreach, community programmes, holistic crisis interventions and signposting into counselling, training and employment. We drive change nationally through research, campaigning and strategic partnerships. Causeway's four crime reduction services provide crime and violence reduction programmes for those committed to breaking their cycle of criminality. Our trauma-informed approach to supporting those who commit crime has proved successful in reducing rates of reoffending, which not only benefits the individuals involved, but reduces the number of victims and creates a safer society for all.

Role Summary


How this role fits into the vision and objectives of Causeway

The Fundraising and Business Development Team Administrator will form part of a five-strong team led by our Head of Fundraising and Business Development. The role is perfect for someone who would like to make a real difference to the lives of vulnerable and marginalised people and who would appreciate the opportunity to play a big role in a small, friendly and ambitious team.

The successful candidate will be an enthusiastic and proactive person who will play a key role in supporting the team with sight and activity across all fundraising areas and this could be a great opportunity for someone looking to take their first steps into fundraising. Above all, we are looking for someone with drive and initiative - a natural problem solver who is always looking to improve upon current processes. Although not essential some fundraising knowledge or experience is desirable.

What you can expect from a career at Causeway

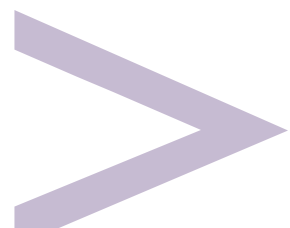
As an organisation we are committed to supporting your success and providing you with a wealth of skills, training and opportunities as well as staff benefits to enhance your employment. These will include:

- Regular accredited and in-house training on specialist subjects such as trauma, mental health, safeguarding, working with addictions and much more
 - Commitment to annual salary reviews
 - Progression opportunities
 - Annual staff survey and focus groups – have your say!
 - 30 days holiday per year (plus accrued holiday days for length of service)
 - Medicash medical discount scheme
 - 3% employer contribution pension scheme
 - Support via Staff Networks including an LGBTQ+ staff network
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Job Description

Job Title	Salary	Reports to
Administrator – Fundraising & Business Development	£26,000 per annum	Head of Fundraising and Development
Location	Direct Reports	Closing Date
Position can be based remotely or from our Liverpool, Sunderland or Sheffield offices. If remote, some regular travel to all Causeway regional offices may be required.	N/a	Midnight 28 th June 2024
Contracted Hours	Interview Date	Contract Duration
37.5 hours per week	w/c 1 st July	Until the 30 th June 2025
Probationary Period		

3 months



Responsibilities:

As part of a small team, you will need to take responsibility for identifying where your support is most needed through busy times, juggling different priorities to work effectively and efficiently, often under your own steam.

Key responsibilities are:

Corporate Fundraising

- Support corporate fundraising by completing due diligences on potential partners (you will be trained how to do this), organising corporate visits, volunteering days, supporting corporate fundraising events, keeping corporate partners up to date with our news etc and organising meetings.

Trusts and Foundations

- Support trusts and foundations fundraising by supporting on funder research (again you will be fully trained how to do this) and contributing to a constant pipeline of potential funders for the team to approach.
- Helping to manage the schedule for, and possibly writing and/or submitting basic proposals to trusts and foundations.

Events

- Support the team by recording and sending fundraising materials to those raising money for us through events and challenge event.
- Helping to develop, organise and deliver events.

Individual Giving

- Supporting our Individual Giving programme from an administrative point of view, including sending out pre-written emails to our supporters etc and ensuring first-class stewardship.
- Using our fundraising platform Enthuse to produce reports to support the team (and finance) with relevant information and insights.
- To ensure all donations are processed and on the fundraising tracker correctly, supporter records are kept up to date and supporters are thanked in a timely manner.

General

- To be the first point of contact for all fundraising enquiries that come in by telephone, email, and post.
- Supporting other activities in the fundraising team when needed, sending out materials to fundraisers and supporting logistics, diary management and support the organisation and delivery of meetings and events when needed.
- Attend meetings and take concise and accurate minutes.
- Support the Head of Fundraising and Business Development to produce trackers and spreadsheets which help to measure the team's performance and results. This includes ensuring income is allocated correct from third party platforms and working closely with the Finance Team to ensure that we can report fundraising results and forecast accurately and in a timely way.
- Support with stock control and ordering for our material assistance project, LifeSupply which also forms part of the department.
- Support all income generation activity with the collation of information from other departments, external organisations or through research.
- Other general fundraising and administration duties, as and when required to ensure the smooth running of the department including assisting in other team projects when they arise.

- Undertake other tasks and duties as may be reasonable which will contribute to the overall success of the Fundraising and Business Development team or the charity's business objectives.

Qualifications, experience and skills

Essential Requirements

Education, Qualifications & Training

- Demonstrate knowledge in specific subject area through specialist training, experience, degree or vocational studies
- IT literate (Microsoft Office).
- An appropriate DBS check.

Experience

- At least 3 years' experience in an administrative or operations role.
- Experience in working with MS Office, including Excel, Word and PowerPoint.
- Recent experience of working with budgets, administration systems and financial controls.
- Recent experience with documenting and logging information, and record keeping.
- Experience of stock control/inventory and supply ordering.
- Experience of building and managing relationships with stakeholders.

Skills

- Strong organisational, IT, and administrative skills.
- Good written and oral English communication skills.
- Highly numerate.
- Highly organised with ability to prioritise competing demands effectively.
- Ability to work under pressure and meet deadlines.
- Thorough approach with meticulous attention to detail.
- Highly collaborative with the ability to develop positive working relationships internally and externally.
- Ability to analyse information and convey relevant detail clearly and concisely.
- Team player with initiative: You thrive in a collaborative setting but are also proactive and capable of working independently to drive our fundraising vision forward.

Personal Attributes and Knowledge

- Consistent, reliable and professional.
- Proactive and organised - able to use own initiative and work independently, managing your own time and tasks effectively.
- Team Player with a positive attitude - open and willing to deliver beyond a personal brief.
- Personable.
- To be flexible and have a willingness to adapt to change alongside the role and demands of a forward moving charity.
- A self-starter with the ability to work remotely.

Desirable Requirements:

Education, Qualifications & Training

- Training, qualification or demonstrable knowledge in either fundraising or business development.

Experience

- Experience working within the third sector
- Experience of organising events (this could be fundraising events, meetings and visits, training courses or any other kind of event where attention to detail is required).
- Use of CRM systems.
- Experience of preparing budgets.
- Experience of MailChimp.

If you have any questions regarding this vacancy, or if you would like to request this information in a different format, please email people@wearecauseway.org.uk and we will be happy to help.