

## FUNDRAISING ADMINISTRATOR (2 DAYS PER WEEK) JOB DESCRIPTION

Job Title:	Fundraising Administrator
Reports to:	Head of Fundraising & Philanthropy
Location:	London (EC1V 0JR)
Hours:	Part-time (0.4FTE: 14 hours to be worked 2 days p/w)
Salary:	£11,600–£12,400 per annum (£29,000–£31,000 pro rata) inc. London weighting (NJC scale 18–22)
Annual leave:	10 days, rising to 12 days after 5 years (25 days, rising to 30 days pro rata) + 2 additional days + office closure between Christmas and New Year, in addition to public bank holidays
Other benefits:	7% employer pension contribution, cycle to work scheme and employee wellbeing assistance programme

### Introduction

The Prison Reform Trust (PRT) was founded in 1981 to inform public debate and improve prison conditions and the treatment of prisoners, amidst concerns about a projected prison population of 48,000 by 1984. Fast forward to today, the prison population in England and Wales is almost 90,000 and is projected to rise to 106,300 by March 2027. We overuse prison for non-violent and persistent crime, and we choose to send people to prison for a long time, and it continues to grow.

Our mission is clear. We are working to create a just, humane and effective prison system by influencing decision-makers opinion formers and the public to 1) reduce the use of prison; 2) Improve conditions for prisoners and, 3) promote equality and human rights in the criminal justice system.

Income in 2023 was £2.06 million. We have recently concluded a strategic development period, as part of which we have committed to diversifying our income streams. This has led to the appointment of a new Head of Fundraising and Philanthropy (a member of PRT's Senior Management Team) whose role is to oversee all fundraising activity and, particularly, to focus on individual giving, major donors, and corporate relationships. With the promotion of the current Senior Development Manager to the role of Head of Operations, the opportunity to restructure the fundraising team has led to the recruitment of a Trusts and Foundations Officer to work with the Head of Fundraising and Philanthropy to maintain our extraordinarily successful T&F fundraising function. The part-time role of Fundraising Administrator is a vital part of the smooth running of the team, providing support to the Head of Fundraising and Philanthropy and the new Trusts and Foundations Officer.

You will have considerable experience of providing administrative support to a busy team. You will be highly organised, a good writer, and comfortable in face-to-face engagements. Some experience of working in a fundraising environment, and some experience of or interest in criminal justice, would be helpful but not essential. If this sounds like you, you will be joining a reputable organisation with exceptional leadership and extensive networks, and your development as a fundraiser will be well-supported.

### **Overall aim**

- To provide comprehensive administrative support to a busy and successful fundraising team.
- Lead on the roll-out, development, and ongoing maintenance of our fundraising CRM system.

### **Key responsibilities**

- Act as the first point of contact for supporters and members of the public, dealing with fundraising enquiries, requests for information, and feedback via the telephone, email, and post.
- Thank donors and create personalised correspondence and other communications to support the donor journey.
- Support the delivery of face-to-face events including donor stewardship events.
- Lead on the roll-out, development, and ongoing maintenance of our fundraising CRM system, and maintain accurate records.
- Maintain our online giving platforms.
- Conduct research on new fundraising opportunities and sources of income as directed by the Head of Fundraising & Philanthropy and the Trusts and Foundations Officer.
- Support the research for and delivery of funding applications.
- Develop fundraising materials/collateral.
- Maintain excellent working relationships with other teams within the organisation especially service delivery, campaigns and finance.
- Assist in developing and maintaining an effective website so donors have a seamless user experience.
- Ability occasionally to work outside normal office hours/flexibility for events and networking opportunities.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and qualifications</b>	<ul style="list-style-type: none"> <li>• Proven administrative experience, supporting a small and busy team.</li> <li>• Experience of working with CRMs/Databases including at the roll-out and development stage.</li> <li>• Experience of customer service/donor relations or similar.</li> <li>• Effective written communications with a persuasive writing style.</li> <li>• Strong research skills, including the ability to search for reliable information online, with excellent attention to detail.</li> <li>• Experience of maintaining accurate records (e.g. customer records, contact details, project data).</li> <li>• Working in an organised manner, managing deadlines effectively and responding flexibly to work priorities.</li> <li>• An ability to develop and manage effective working relationships with colleagues and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a fundraising environment.</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of the voluntary sector.</li> <li>• Understanding of criminal justice sector.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on or delivering fundraising events.</li> </ul>

	<ul style="list-style-type: none"> <li>• Exceptional levels of organisation.</li> <li>• Ability to work as a part of a team and on own initiative.</li> <li>• Strong planning and ability to deliver to deadlines.</li> <li>• Considerable experience of using Microsoft 365.</li> <li>• Strong people skills for building relationships and networking with external stakeholder, team members and key contacts.</li> <li>• Demonstrable experience of using fundraising databases for financial and relationship management.</li> </ul>	
<b>Personality and behaviour</b>	<ul style="list-style-type: none"> <li>• A genuine and enthusiastic commitment to the values, vision and goals of the Prison Reform Trust.</li> </ul>	

### **Equality and diversity**

PRT is an equal opportunities employer. We also have a fair and inclusive culture and seek to reflect the diversity in prisons and the people we represent. If you meet the person specification, we encourage you to apply, and particularly welcome applications from those with Black, Asian, and Minority Ethnic backgrounds, (BAME) as we believe these groups may be underrepresented in prison reform work.

We welcome applications from anyone who may have direct experience of prison.

## **How to apply**

If you would like an informal chat about the role, please contact the Head of Fundraising & Philanthropy, Edward Smyth:

[edward.smyth@prisonreformtrust.org.uk](mailto:edward.smyth@prisonreformtrust.org.uk)

To apply please send the below items to the email provided by 11:59pm on Sunday 6 October 2024:

- CV.
- Completed copy of the attached Monitoring form.
- Cover letter (which is no longer than two sides of A4 paper) addressing how you meet the above criteria.

Email Address:

[alex.guthrie@prisonreformtrust.org.uk](mailto:alex.guthrie@prisonreformtrust.org.uk)

Interviews will be held at our offices at 15 Northburgh Street, London EC1V 0JR in the week commencing 14 October.

**Thank you for your interest in working for the Prison Reform Trust.**