



## **JOB DESCRIPTION**

<b>POST:</b>	<b>Fundraising and Marketing Assistant</b>
<b>RESPONSIBLE TO:</b>	<b>Fundraising and Communication Managers</b>
<b>Hours:</b>	<b>12-15 hours per week</b>
<b>LOCATION:</b>	<b>Jecca's House, Aston Road, Chipping Campden</b>

### **The Role**

The Fundraising and Marketing Assistant will support the charity's fundraising activities, helping to generate income through community fundraising, events, grants, corporate partnerships, and donor engagement. The role involves administrative support, donor communication, event coordination, and database management to ensure the success of fundraising campaigns. The assistant will be working closely with both managers in the Fundraising and Communications team.

### **Main Responsibilities**

#### **Fundraising and Community Engagement**

- Assist in the creation, planning and running of fundraising and community awareness events
- Face to face community work in the form of hosting coffee mornings and fundraising/engagement events
- Liaise with volunteers and event participants, ensuring smooth events
- Face to face collection of raffle prizes etc. within our communities
- Poster erection and flyer distribution
- To help coordinate third-party fundraising efforts and community-led initiatives
- To help the Fundraising Manager deliver a continuous and sustainable fundraising operation to meet the short, medium and long-term revenue plans of the charity as determined by the CEO and Board of Trustees

#### **Communications**

- Integrate with all members of the CHN team to learn the business and gain a full understanding of the charity's work
- Help deliver the external and internal communications strategy
- Work with the Communications team to help create social media posts
- Help with the design of posters, tickets and flyers using CANVA
- Monitor, record and evaluate event performance, providing reports as required
- Spot fundraising and communication opportunities and raising awareness of CHN's work

### **Person Specification**

- Highly organised, used to working autonomously in a fast-paced and environment with the ability to plan ahead
- Proactive, flexible, creative and resilient
- A degree of flexibility will be required (occasional evening and weekend work to support events). Time will be given in lieu of hours worked in this situation
- Proficiency in Microsoft Office (Word, Excel, Outlook) and design tools such as Canva
- Excellent written and verbal communication skills
- A team player working with the Fundraising Manager and Communications Manager.
- Confident and proficient in using social media
- This role can be physical - the successful candidate will be involved in setting up and closing of events which may entail some moving and carrying
- Driving licence required- the role may involve occasional travel for fundraising activities

### **Desirable skills**

- Previous experience working in a similar role (assisting with events, fundraising and communications)
- Customer service experience desirable
- Experience using CRMs is desirable but not essential