



CATHOLIC CHILDREN'S SOCIETY JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Fundraising Assistant
RESPONSIBLE TO:	Head of Fundraising
LOCATION:	73 St Charles Square, London. W10 6EJ (Hybrid)
HOURS:	Full-time (35 hours per week)
SALARY:	£26,000 - £30,000 p.a. (dependent on experience)
BENEFITS:	Generous annual leave allowance of 27 days p.a. plus bank holidays; 11% employer pension contribution; employee Health Plan and Assistance Programme; opportunity to undertake a Diploma in Fundraising with the Chartered Institute of Fundraising after one year.

ORGANISATIONAL INFORMATION

Our mission is to bring hope and positive change to children and families. To achieve this we deliver a range of services. The Catholic Children's Society (CCS) is one of the largest providers of mental health services to schools in London and the Southeast. We also provide outstanding early years education and family support, including offering emergency assistance for families in crisis.

CCS works with children and families of all faiths and none; our sole aim is to help those in greatest need so they can overcome the challenges they face, achieve their potential and have better chances in life. Our work is underpinned by our core values of integrity, compassion, inclusion and partnership.

PURPOSE OF THE JOB

As Fundraising Assistant you will have the opportunity to learn about many different areas of fundraising, including generating income from charitable trusts, statutory sources, individuals, schools and parishes. You will also work closely with our project teams and see the direct impact of your efforts, making a real difference to the lives of children and families.

The fundraising team is also actively involved in service delivery and this role will be instrumental in helping to distribute gifts and food to hundreds of disadvantaged families at Christmas, as well as helping families in crisis.

DUTIES AND RESPONSIBILITIES

Grants

- Work with the fundraising team to research, develop and produce a range of bids to charitable trusts and foundations, and occasionally to local authorities, government departments and other appropriate organisations.
- Monitor grant usage and write project reports for funders.
- Develop positive long-term relationships with charitable trusts and grow income from these sources.

Individual Giving

- Collaborate with the fundraising team to develop ideas for fundraising appeals and develop copy for newsletters.
- Write compelling case studies to illustrate the impact of our work and engage our supporters.
- Support with drafting press releases and marketing materials to promote CCS services.
- Support our donor stewardship programme for new and existing supporters.
- Develop positive long-term relationships with individuals through writing thank you letters, emails etc.

Community Fundraising & Events

- Deliver presentations to schools and other organisations about the work of CCS.
- Work with colleagues to produce creative and interactive resources for children and young people in schools.
- Help to coordinate our supporter engagement events.

Service Delivery

- Support our annual Christmas Gift Appeal, helping to coordinate the distribution of gifts and food to local disadvantaged children and families.
- Help manage volunteers who support our work through special events and campaigns.

Data Management

- Ensure accurate record keeping of all activity and relationships on our Salesforce CRM.
- Use our CRM to generate reports and analyse data (training will be provided).

Other

- Work with external suppliers such as advertising agencies, printing and fulfilment companies.
- Support the work of the fundraising team and undertake any other duties that can be reasonably expected.

Note: Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly and positively to support our organisational goals and business needs. This job description is a guide to the level and range of responsibilities which the post holder will initially be expected to undertake. It is not exhaustive and will be subject to review/change to meet evolving circumstances and demands. It will not form part of the post-holder's contract of employment.

PERSON SPECIFICATION

Strong writing skills and the ability to produce compelling and persuasive communications.	Essential
Ability to confidently deliver presentations about our work.	Essential
Outstanding organisational and administrative skills and the ability to multi-task and work to competing deadlines.	Essential
Superb attention to detail.	Essential
Excellent interpersonal skills and the ability to develop strong working relationships with colleagues and supporters.	Essential
Ability to work both independently and as part of a team.	Essential
Excellent IT skills and proficiency in using Microsoft Word, Outlook and Excel.	Essential
Desire to learn new skills and progress your career in fundraising.	Essential
Respect for our organisational values and the Catholic ethos that underpins the work of CCS (please note there is no requirement or expectation that the post-holder is Catholic).	Essential