



# FUNDRAISING ASSISTANT



# ABOUT US

## THANK YOU FOR TAKING THE TIME TO FIND OUT ABOUT OUR CURRENT VACANCY.

We're delighted that you are interested in working for the Bone Cancer Research Trust (BCRT). Included in this pack is a little background information about the organisation along with details of the job role. BCRT currently employs 33 members of staff, and we have a voluntary Trustee board of 15, based across the UK.

Our charity started in 2004, when a group of families who had lost children and young people to primary bone cancer (PBC) came together. They wanted to tackle head-on the fact that there was virtually no accessible bone cancer information, and practically no funding for research into this disease. In 2006, they registered the Bone Cancer Research Trust. Since then, we have become the leading charity dedicated to fighting primary bone cancer.

We are incredibly lucky to have a very active and highly engaged community of supporters. Through their support, we have significantly increased our income to £3 million per annum. This increase has enabled us to fund more pioneering primary bone cancer research than any other organisation in the UK. And whilst our research is finding the cures of the future, our dedicated Support & Information Service is available for all patients and their families now, offering expert advice and support through treatment and beyond. Our awareness campaigns continue to raise the profile of primary bone cancer amongst the public and healthcare professionals throughout the UK and worldwide to improve disease understanding and speed of diagnosis.

It is a truly exciting time to be joining our award-winning team, as we have recently launched our 10 year strategic plan and you will play a pivotal role in its delivery. Directly informed by our supporters and stakeholders, our future ambitions will continue to drive improvements in patient survival and ensure patients are supported to find their 'new normal' after treatment.

If you are excited about joining our team, please read through this job pack to see if you have the right skills we are looking for.

We look forward to hearing from you.



With best wishes,

**Will Burchell**  
Chief Executive Officer

# ABOUT THE ROLE

We are seeking an enthusiastic and proactive Fundraising Assistant to join our fabulous Fundraising Team and to act as a first point of contact for all fundraising enquiries.

As an integral member of the Fundraising team, the Fundraising Assistant will support the delivery of a range of successful fundraising activities across the organisation, in order to maximise income for the Bone Cancer Research Trust. By providing our supporters with a first-class fundraising experience, you will give them the tools, knowledge, and materials they need to raise as much money as possible to ensure our life-saving work continues.

Our supporters are at the heart of all we do at the Bone Cancer Research Trust and the Fundraising Assistant role offers a unique opportunity to work with our fantastic fundraisers and supporters daily.

From head shaves to skydives, dress-down days to marathons, you will provide excellent stewardship support and help us to develop solid and long-lasting relationships with our supporters, groups and companies based across the UK.

This exciting role is a fantastic introduction into the wonderful world of fundraising, and it will give the successful candidate the opportunity to learn about different fundraising income streams, all whilst making a huge difference to people affected by primary bone cancer.



# KEY BENEFITS

- Flexible approach to working hours
- 30 days annual leave per year plus bank holidays
- An extra leave day in every 5th year of employment to celebrate your work anniversary
- Healthcare cash plan & Employee Assistance Programme
- 6% employer pension contributions
- Clear performance expectations and opportunity to increase salary banding annually
- Enhanced sickness, maternity and adoption leave
- Training and personal development opportunities
- Option to purchase up to 5 days additional annual leave
- Life Assurance of 4x annual salary
- Free onsite parking at our Horsforth office

We believe wholeheartedly in supporting our staff to do their very best, irrespective of working location. If needed, and following a workstation assessment, you will receive an allowance for a home-working workstation and all necessary home-working equipment will be provided.

# ROLE DETAILS

<b>Job title:</b>	<b>Fundraising Assistant</b>
<b>Reporting to:</b>	Events Manager but will work closely with colleagues across the wider Fundraising and Communications Team.
<b>Line management:</b>	<b>No direct reports</b>
<b>Salary:</b>	£23,088 - £25,587 per annum
<b>Hours of work:</b>	<b>Full time - 37 hours per week</b>
<b>Contract type:</b>	Permanent
<b>Location:</b>	<b>Hybrid - a combination of home working and 2-3 days in the office in Horsforth, Leeds.</b>
<b>Probation period:</b>	3 Months



# KEY RESPONSIBILITIES

## SUPPORTER CARE

- Have a professional and friendly approach and be the first point of contact for all fundraising enquiries (including those received by post, email, and telephone), and administer an enquiry reporting system.
- Develop excellent and enduring relationships with current and potential supporters by responding to them in a friendly and timely manner, recognising and conveying potential opportunities to the relevant team.
- Develop and improve supporter care processes and maintain up-to-date procedures.
- Provide admin support to deliver the Supporter Journey programme, which will enable us to provide excellent supporter care to maximise lifetime value.
- Send fundraising materials (including t-shirts, information packs, etc.) either directly or via our fulfilment house to supporters raising money for BCRT.
- Process all donations and prepare acknowledgment receipts, thank you letters and certificates, as appropriate or as requested by the wider team.
- Recognise opportunities to maximise gift aid across all fundraising income streams.
- Deposit all cash and cheques received by the charity as required and follow financial procedures to reconcile donations.

## FUNDRAISING SUPPORT

- Provide administrative and operational support across the fundraising team.
- Assist in the recruitment of fundraising volunteers, including providing regular support and supervision to volunteers.
- Assist with the organisation of BCRT's fundraising campaigns and special events.
- Have the opportunity to meet our wonderful supporters face to face and represent BCRT at events as required, whether in the community or at a special event.
- Be involved with Facebook fundraisers and other digital fundraising platforms to thank fundraisers and record supporter data.
- Assist in the smooth operation of the charity's stamp appeal by working with fundraisers, supporters, and external agents.

## ADMINISTRATION

- Input accurate information into our database (Access Charity CRM) and maintain up-to-date records to help us make informed decisions.
- Manage outgoing mail, including franking, posting, and arranging couriers as required.
- Manage stock levels and orders, liaising with suppliers, processing orders, and working with the team to ensure the fulfilment of orders.
- Maintain the fundraising stock room at the BCRT office.
- Assist in the administration of the online shop, including liaising with the stock fulfilment company and managing the Shopify e-commerce platform.
- Provide general administrative assistance across all fundraising areas and projects as required by the organisation.

## OTHER

- Develop an understanding of Data Protection, Electronic Communications and Fundraising Legislation guidelines.
- Undertake training, development and appraisal activities as required.
- Work with your line manager to evaluate your own performance and strive for continual improvement.
- Select and make use of a variety of resources, including IT, to manage workload effectively.
- Support the charity's ethos and policies and demonstrate a commitment to attitude and behaviour that reflects our core values – Pioneering, Dynamic, Supportive, Knowledgeable and Trustworthy.
- Act as an ambassador for BCRT and attend and support fundraising and other events as and when required which will include some evenings and weekends.
- Carry out any other duties as may be reasonably requested that are commensurate with the level of role.

## Personal Specification

No candidate will meet every essential and desired criteria. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

Criteria	Essential	Desired
<b>Qualifications</b>		
A good standard of education - GCSE or equivalent.	✓	
<b>Experience</b>		
Proven track record in a similar role.		✓
Proven experience of customer or supporter care.	✓	
Proven experience of working to and delivering targets.		✓
Experience of working with external service providers.		✓
Working with people affected by primary bone cancer.		✓
Working in a medical charity setting.		✓
Working with CRM databases (preferably Access Charity CRM) although full training will be given.		✓
Working with project management tools (preferably Teamwork).		✓
Working with volunteers.		✓
<b>Skills / Abilities</b>		
Enthusiastic, imaginative, energetic and creative with a 'can do' attitude.	✓	
Ability to confidently work as part of a team or individually.	✓	
Excellent interpersonal skills and enjoys working with people.	✓	
Able to spot opportunities and work collaboratively to maximise these.		✓
A shared passion for the work of the Bone Cancer Research Trust.		✓
Self-reliant and competent IT user including the internet, email, databases, spreadsheets and Microsoft Office.	✓	
Excellent organisation & time management skills.	✓	

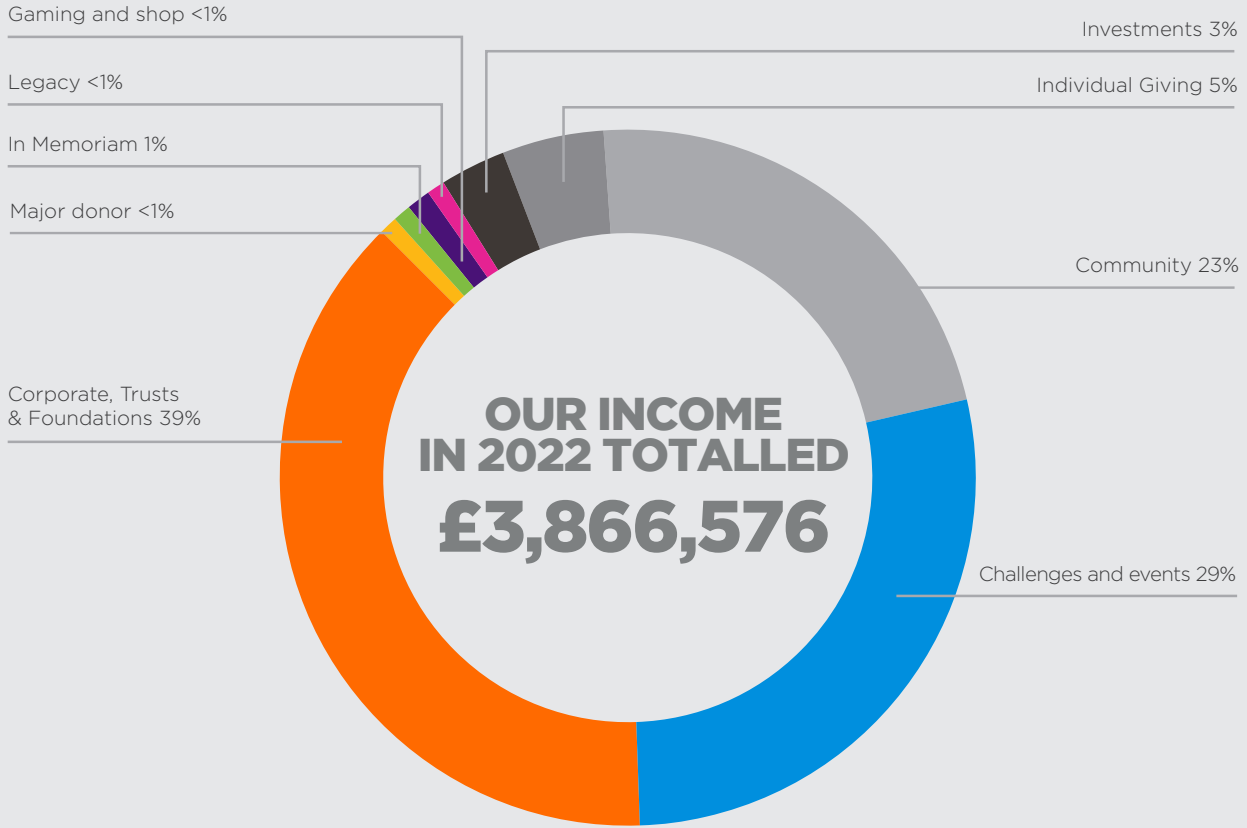
**Other**

Ability to manage a varied and complex workload, prioritising competing demands whilst maintaining accuracy and attention to detail.	✓	
A team player with the willingness to work flexibly and actively, across different teams and respond to the emerging needs of the charity.	✓	
UK Driving License.		✓
Willing and able to travel within the UK.	✓	

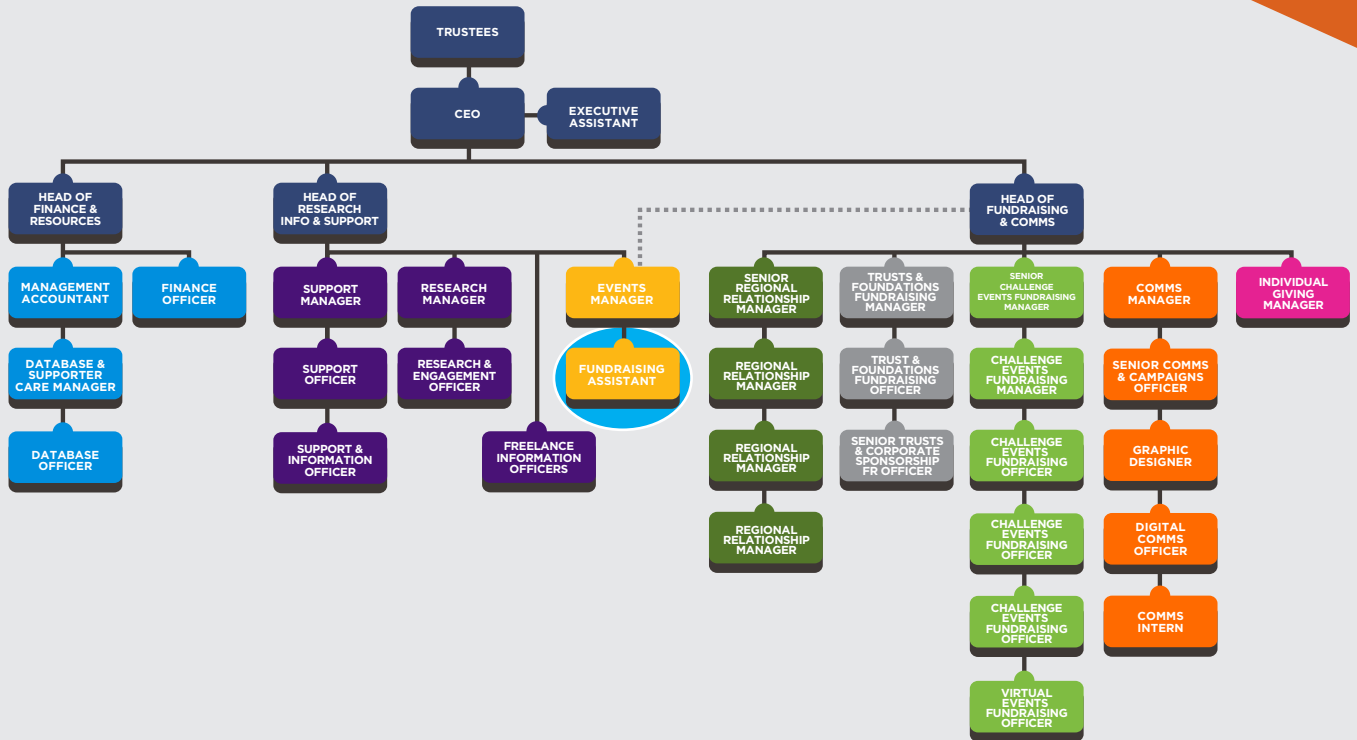




# INCOME & EXPENDITURE 2022



# ORGANISATION CHART



# HOW TO APPLY

Please apply by submitting your CV and cover letter, highlighting your suitability for the position and why you are interested, by email to: [sarah.yates@bcrt.org.uk](mailto:sarah.yates@bcrt.org.uk)

All applications will be treated in the strictest confidence.

Should you require an informal conversation prior to applying to this role, please email [events@bcrt.org.uk](mailto:events@bcrt.org.uk)

Closing date for applications: **Tuesday 25th June at 10.00am**

10 Feast Field, Horsforth, Leeds LS18 4TJ

Visit: [bcrt.org.uk](http://bcrt.org.uk)

Call: 0113 258 5934

Email: [info@bcrt.org.uk](mailto:info@bcrt.org.uk)

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Bone Cancer Research Trust is a Charitable Incorporated Organisation (CIO), registered at the Charity Commission with Charity Registration Number 1159590.