

HCCN Fundraising Assistant - Role Description

About HCCN	HCCN comprises of the Hunts Community Cancer Nursing team working in partnership with (Hunts Community Cancer Network) HCCN the charity, providing community-based care for people in the Huntingdonshire area who are living with or beyond a cancer diagnosis. HCCN the charity operates as a fully constituted membership charity registered with the Charities Commission.
What we do	<p>HCCN is a charity that supports people from being diagnosed with cancer, receiving treatment and beyond. Our shared goal is to help people back to independence with a renewed sense of self-esteem - "Living your best life-despite cancer".</p> <p>Our vision is to normalise the experience of cancer by providing a place where people can go, as and when they need to, to access therapy, learning and social interaction.</p>
Role Title	HCCN Fundraising Assistant
Reporting to	HCCN Operations Manager
Responsible for	<p>The key duties and responsibilities are:</p> <ul style="list-style-type: none"> ● Providing fundraising administrative support to the Operations Manager ● Monitoring HCCN's fundraising email account and responding appropriately ● Sending fundraising packs and information leaflets to supporters ● Keeping track of HCCN's fundraising equipment - managing the loan and return of kit ● Building a team of volunteers to support fundraising events and activities ● Attending events as necessary ● Providing publicity material to HCCN's Comms Manager ●
Working pattern	<p>The time commitment is 10 hours per week at the rate of £20 per hour.</p> <p>Working from home and virtually with travel across Huntingdonshire. The nature of this role will require flexibility to meet work needs as they arise, including occasional evenings and weekends.</p>
Overview of the position	<p>An interesting and varied position, this role is at the heart of the charity and perfect for someone who wants to develop their fundraising skills in the not-for-profit sector.</p> <p>The successful candidate will have excellent administrative skills, and be highly organised, with excellent time management skills and the ability to juggle a variety of tasks.</p> <p>You will act with integrity and respect. We need you to be confident, proactive, to seek out and listen to what people are doing and want to do.</p> <p>You need to know and care about people with cancer and the issues that affect them.</p>

<p>Skills & abilities</p>	<ul style="list-style-type: none"> • Successful fundraising experience • Effective management of projects/activities on-time, within budget and to high standards • Positive and confident • Proactive and flexible approach • Strong team player • Unflappable, 'can do' attitude • Self-motivated and able to work without close supervision, once provided with guidance • Clean driving licence and own car • Live within Huntingdonshire • Eligible to work in the UK
<p>Education and experience</p>	<ul style="list-style-type: none"> • Educated to GCSE standard including Grade C or above in Maths and English • Confident speller with good command of the English language • Competent use of Microsoft 365; Word, Excel, PowerPoint and Outlook • Supportive of a diverse and inclusive work environment