



Children's Hospices Across Scotland

JOB DESCRIPTION ASSISTANT COMMUNITY FUNDRAISER

PURPOSE

Support and assist the Community Fundraising Team with the administration, operations and delivery of community fundraising and events.

KEY RESPONSIBILITIES

- Assist with planning of all aspects of community fundraising and co-ordinating a calendar of community supporter and volunteer communications
- Oversees the running of the Edinburgh fundraising office including stock management and managing a small team of volunteers
- Assist with gift administration and stewardship, including updating records on the CRM database.
- Attend fundraising events where required, including events at evenings and weekends.
- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties.
- Assist with all other duties as requested to ensure the delivery of successful fundraising.

QUALIFICATIONS

Structured training, preferably within Administration

EXPERIENCE

Essential

- Experience in an office or customer facing environment
- Experience of working with CRM systems
- Experience in handling confidential data with tact and discretion, with good practical knowledge of the Data Protection Act



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Desirable

- Experience of growing external financial support by developing new contacts and networks
- Experience of fundraising and events
- Experience of supporting volunteers

TECHNICAL SKILLS

- Ability to work independently within the role, under their own initiative and cooperatively as part of the Community fundraising team.
- Excellent administration skills with a sound working knowledge of CRM databases, Windows-based software, including Word, Excel and Outlook and Teams.
- Exceptional time management and organisational skills, with experience of managing multiple projects at any given time, prioritising and meeting agreed deadlines.
- Ability to vary communication style (both written and verbal) to reflect the needs of the audience.
- Excellent attention to detail
- Knowledge and demonstrable experience of adhering to data handling/GDPR laws and codes of conduct

JOB DETAILS

Reports to: Senior Community Fundraiser

Division/Department: Income Generation & Engagement - Community Fundraising

Job Family: Fundraising – Non-Hospice

COMMUNICATION PARTNERS

Internal	Nature of communication	External	Nature of communication
Community Fundraising Team	- Emails, meetings (online & in-person), Teams, Phone	Supporters	- Meetings (online and in-person), emails, phone, letters.
Volunteering Development Manager		Volunteers	
Wider Income Generation & Engagement Team			
Facilities			