

## Job Description: Public Fundraising Assistant

Reports to: Events Manager

Direct/Indirect Reports: None

Salary: £26,500

Location: Based in Horatio's Garden central office in Coombe Bissett, just outside of Salisbury, with option to work from home one day a week on completion of probation period.

Contract type: Permanent, full time, Mon-Fri, 9am-5pm.

### About Horatio's Garden

People with spinal injuries need gardens like these. At Horatio's Garden, we know this, and that's why we build, care for and expertly staff transformative gardens at NHS rehabilitation centres. We know how critical they are to provide reflection and adjustment, privacy and solace, joy and companionship to all who need it.

The charity has seen considerable growth since its inception in 2012. We now have eight, soon to be nine, restorative gardens supporting people across the UK. As we embark on a new 5-year strategy we are looking to add additional resource to support our high performing fundraising team.

This role is a fantastic opportunity to join an innovative charity at a time when income is growing and our profile is rising. The Public Fundraising team deliver a wide range of fundraising activities including our special events programme, regular donor programme, community fundraising and 3<sup>rd</sup> party fundraising.

The new assistant will primarily be supporting our Events Manager to deliver our special events programme. Horatio's Garden is known for its high quality events which include an annual presence at the RHS Chelsea Flower Show and our annual Tulip Lunch. In December 2026 we will deliver our largest fundraising event to date - a carol concert for 2,000 supporters at St Paul's Cathedral. The assistant will be critical in supporting the team to deliver these events effectively and efficiently and working with the communications team to produce related event assets, promotional material and newsletter content.

It is a great opportunity to gain experience working on high profile events in a supportive and experienced team.

We are looking for someone who has:

- A passion for the charity sector
- A flexible, can-do attitude, and ability to remain calm & professional under pressure
- An ability to be self-motivated and work independently, as well as part of a team
- An ability to prioritise and deal with multiple requests
- Strong verbal communication skills with the ability to communicate with people of all levels
- Good IT skills and proficiency in Microsoft Office applications
- Strong administrative and organisational skills
- A willingness to learn new skills and to develop existing skills

- Strong interest/ experience in design and creating content for digital channels and using Mailchimp
- Able to travel – due to the nature of the role and location of our gardens and events there will be some travel around the UK required.

#### Main Duties

1. Support the production, delivery, logistics and administration of all fundraising and stewardship events. Tasks include inputting and managing event administration, liaising with suppliers and volunteers, completing risk assessments, raising purchase orders and logging income and costs.
2. Assist with the design and creation of communications assets and mailings to guests participants and volunteers, utilising Canva, In-design and Mailchimp, and supporting on guestlist management.
3. Work with the communications team to support with the promotion of events, proactively finding new ways to promote and build our networks and working with garden teams to promote on regional social media channels.
4. Set up website events ticketing pages (including Ticket Tailor and Galabid) and event pages on HG website (word press).
5. Update supporter details on the fundraising database, including communications with supporters, attendance at events, visits to gardens, communications permissions and newsletter sign ups.
6. Attend fundraising events, assisting with set up and delivery of events including some events on evenings and weekends.
7. Contribute new ideas to the events programme.
8. Help source prizes for the prize draw and event auctions.
9. Respond to public-facing enquiries relating to events.
10. Support the wider fundraising team in other duties when appropriate.

Closing date: Fri 3<sup>rd</sup> July, 5pm.

First stage interviews, online: w/c 13<sup>th</sup> July

Second stage interviews, in person, w/c 20<sup>th</sup> July.