



Nene Park



FUNDRAISING ADMINISTRATOR RECRUITMENT PACK

Fundraising Team

You will join a small team of fundraising staff to play an integral role in raising income from charitable sources, focusing on administration support for our individual and corporate fundraising work.

Location

The job is based at our head office in Ferry Meadows – Ham Farm House, Ham Lane, Peterborough, PE2 5UU, with the ability to undertake the role with hybrid homeworking (minimum 1 day/week in the office).

Working Hours

This is a part-time, permanent position, working 18.75 hours a week.

Salary

£22,000 to £24,000 (pro rata), subject to experience. All of our salaries are externally benchmarked.

Hello from the CEO

Thank you for the interest you have shown in the post of Fundraising Administrator at Nene Park Trust.

This role will strengthen our fundraising capacity and build on our successful fundraising record to secure income for our wide range of charitable work, including conservation, culture, art & heritage, sport, community and education. You will provide administrative and office related support to the Senior Fundraising Officer and the wider fundraising team.

Nene Park Trust is the registered charity which looks after Nene Park in its entirety. Established in 1988 to ensure that the Park would be managed and protected forever, the Trust looks after all maintenance, coordination of the Park's activity programme and administration of commercial properties in the Park.

Our vision is to be the region's favourite park, providing a permanent haven for heritage and wildlife and a wide choice of recreational activities for the people of Peterborough and the wider community.

Our plans are big and bold! This is an exciting time for Nene Park Trust. In 2017, we worked with partners and communities in Peterborough to develop an ambitious Nene Park Master Plan. This Plan demonstrates how we are addressing a wide range of challenges and opportunities for the Park and the communities it serves. The Plan links to our ten-year Business Strategy 'Doing More with More', which accordingly informs our five-year Business and Action Plan for the Trust. Both our Master plan and strategy are available to read on our website at www.nenepark.org.uk/strategy-and-policies.

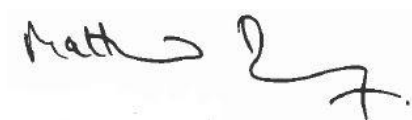
Our inclusive recruitment promise

We believe that opportunities are born from diversity. Each individual that is employed by the Trust brings their own perspective through their unique life and work experience that may go beyond the details included in our job descriptions and recruitment packs. That is why we value and welcome applications from diverse groups in terms of race, religion, gender, sexual orientation, age or disability. If this role, and the work that we deliver, excites you, and if you think you would be a great fit, then we would love to hear from you!

Our recruitment process is designed to be inclusive. As such, we have adopted a range of inclusive working practices including anonymised application scoring and ensuring we have diverse interview panels. We understand that there are many barriers when it comes to applying for jobs and if you feel there is anything preventing you from applying for this one, whether that be disability, money, internet access, childcare arrangements, or anything else, please get in touch so we can support you through the application process.

In this pack you will find more information about this position and how to apply if you are interested. I wish you success with your application.

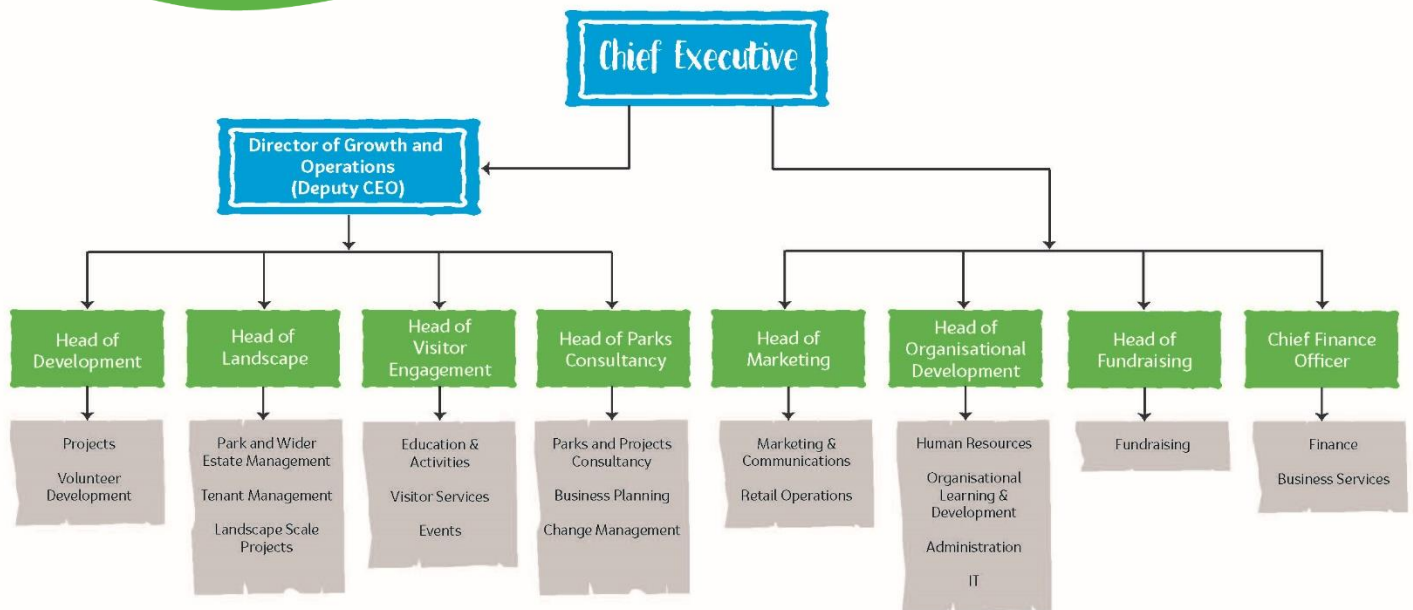
Yours faithfully,



Matthew Bradbury
Chief Executive



The Trust



The role

Fundraising Administrator

As a key part of the Nene Park Trust Fundraising Team, you will assist the team to raise income for Nene Park Trust, helping the team to work as efficiently as possible. You will be closely working with the Senior Fundraising Officer to deliver relevant fundraising content, campaigns, and events in relation to individual and corporate giving, whilst helping to build and maintain good relationships with our donors and raise awareness of the charity and its work.

You will be an excellent communicator, highly organised and efficient, happy to trust your initiative and a team player. We look forward to welcoming you into the role.

Your experience

Strong communication skills - You will deal with and work with a variety of people and audiences, using good communication skills, over the phone, by email/letter and in person. You will be happy to talk clearly and effectively about our plans and projects, and the impact our work will have on people, nature, our communities, and the environment.

Strong work ethic – this is a varied role that required you to be highly organised and able to respond quickly and efficiently to changing priorities.

Resilience and enthusiasm – Fundraising can be difficult, and we will not always have success in securing the funds we need, you will understand this and have the resilience and enthusiasm to keep going despite these setbacks.

Ability to work as part of a team – You will need to work closely with your team to ensure you are all able to achieve the fundraising targets. Your work will see you work across the whole Nene Park Trust team.

Proficiency in IT - specifically in Word, Outlook, and Excel. You will be using a number of different programmes and data management systems and must be able to learn and adapt quickly.

Job description

Job title:	Fundraising Administrator
Reporting to:	Senior Fundraising Officer
General purpose: <p>As a key part of the Nene Park Trust Fundraising Team, you will assist the team to raise income from a range of charitable sources for Nene Park Trust, helping the team to work as efficiently as possible. You will be closely working with the Senior Fundraising Officer to deliver relevant fundraising content, campaigns, and events in relation to individual and corporate giving.</p> <p>You will help to implement regular appeals and fundraising events and encourage individual donations as well as corporate giving and sponsorship. You will build and maintain good relationships with our donors and help raise awareness of the charity and its work at local and national levels. You will use marketing tools effectively to promote Nene Park and will help to ensure our work remains compliant with data protection regulations at all times.</p>	
Key deliverables: <ul style="list-style-type: none">• Undertake administrative tasks, relating to the activities supporting the fundraising team:<ul style="list-style-type: none">◦ Celebration Leaves requests.◦ Managing the fundraising inbox.◦ Memorial bench enquiries.◦ Responsibility for weekly #FundraisingFriday social media posts.◦ Ensuring records are accurately maintained on F: drive/CRM system.◦ Create fundraising blogs for the website and quarterly Parklife magazine.◦ Liaise and work collaboratively with the Fundraising Team to coordinate fundraising appeals and communications with the public and donors.◦ Maintain and track fundraising resources, leaflets, and donation pots.• Support other types of fundraising activity undertaken by the Fundraising Team:<ul style="list-style-type: none">◦ Initiate, manage and coordinate project based fundraising campaigns, utilising a variety of fundraising approaches and communication channels.◦ Assist in the development and implementation of fundraising events and supporter engagement opportunities and activities within the park.◦ Utilise fundraising and marketing tools, such as online donation platforms, crowdfunding and mailshots, to encourage donations and other forms of giving to Nene Park Trust.◦ With the support from Trust staff, help to plan and co-ordinate the stewardship of funders and develop the donor journey, using the CRM system.◦ Grow and nurture networks with key local individuals and organisations.• As a member of the Fundraising Team:<ul style="list-style-type: none">◦ Help ensure the Fundraising function of Nene Park Trust is compliant with all relevant Data Protection Laws, Fundraising Regulations, and any other applicable requirements.◦ Undertake risk analysis and time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.• Build strong working relationships with colleagues across the organisation to engage their support for fundraising initiatives.	

Person Specification

Requirements – knowledge and experience:

- Ability to manage a varied and challenging workload and have experience of working to deadlines.
- Excellent verbal and written communication skills and a track record of providing high-quality customer service.

Requirements – skills and abilities:

- Numerate and literate, preferably educated to A level/GCSE level.
- Excellent ICT skills.
- Excellent attention to detail and enthusiasm to produce and maintain a high standard of work.
- Familiarity with MS Office, databases, CRM software and social media.

Requirements – styles and behaviours:

- Creative and imaginative attitude towards fundraising.
- A willingness and desire to learn and develop skills, through training and experiences.
- The capability to work under pressure.
- Resilience, particularly when faced with setbacks.
- The ability to motivate others and work as part of a team.
- A proactive attitude, drive and enthusiasm to carry out projects.
- The ability to administrate and organise own work to a high standard, with an eye for detail.
- An appreciation of parks and countryside to deliver outcomes for the environment, health, education, and social cohesion.

Other points:

- Adhere to all the Trust's standards, policies, and procedures
- Able to occasionally attend meetings and events outside of normal working hours.
- Ensure that all fundraising activity is compliant with relevant charity and statutory legislation and recognised codes of practice.
- Comply with the data protection regulations, ensuring that information remains confidential.
- Undertake other tasks and responsibilities commensurate with the level of appointment.

Why join us?

At Nene Park Trust, we recognise that the high level of service we deliver is dependent upon our excellent staff team and as such, we want to recognise employee's commitments to the Trust through an extensive rewards package. Here are just a few of the things we offer:

Pension Scheme – The Trust provides a generous pension scheme for those eligible. Exceeding the Government's minimum requirements, we contribute 10% of employees' gross salaries directly into their pension pots. An employee's minimum contribution level is 3%, though employees may choose to contribute more.

Employee Discounts and Free Parking – All employees are entitled to free parking at our sites as well as employee discount at our cafes, restaurants, shops, and soft-play areas.

Learning and Development – With plenty of learning and development opportunities available throughout the year, the Trust is keen to provide all employees with the skills and learning they need to successfully deliver their roles and develop their careers at the Trust.

Life Insurance – The Trust provides life insurance cover of five times annual salary in the event of death in service.

Health Care – The Trust provides access to its comprehensive health care plan with Westfield Health which includes a 24/7 doctors' advice line, cash back for a variety of services including optical and dental and numerous therapy treatments.

Health and Wellbeing – The Trust has a number of appointed Health and Wellbeing Champions, all of which are Mental Health First Aid training and implement and deliver a wide range of initiatives to support employee health and wellbeing throughout the year.

Additional Information

Nene Park Trust are proud to have Investors in People (IIP) Gold Level accreditation. This means that as a result of our leadership and management practices and the way in which we support, empower, and encourage learning amongst our employees, we can proudly say that we are part of the top 2% of organisations that have reached IIP Gold status!

Notice Period Four weeks by either party after satisfactory completion of the probationary period.

Holidays The Trust provides a total of 33 days' annual leave (pro-rata for part-time staff), which includes Bank Holidays.



INVESTORS IN PEOPLE®
We invest in people Gold



Applications

If you are interested in applying then please submit your application using the forms provided on our website: www.nenepark.org.uk/vacancies to the contact details below. Forms must be sent by 17.00 on Friday 1 March 2024. If you require a printed copy of an application form please contact us using the details below.

The information you provide in your form will be used to support the scoring process and will determine if you are successful for interview.

Our contact details

Nene Park Trust, Ham Farm House, Ham Lane, Peterborough PE2 5UU

T 01733 234193

E admin.team@neneparktrust.org.uk

Shortlisted applicants will be contacted by Friday 8 March 2024 and invited for interview during the week beginning 18 March 2024. Interviews will be held at Ham Farm House, Ham Lane, PE2 5UU.

An offer will be made to the successful candidate shortly after the interview date. Candidates should note that any offer of employment made by Nene Park Trust will be subject to satisfactory written references and possibly a Disclosure and Barring Service check.

You must also be able to demonstrate that you have the right to work in the UK and that you have the qualifications listed in your application. You are always advised not to resign from your present employment until any offer of employment has been confirmed.

Further Information

For an informal discussion about this role please contact our Senior Fundraising Officer, Lucy Thornton-Reid, on 07733 124221.

If you require any further information about our recruitment processes, or would like to discuss your access needs, such as wheelchair access or hearing support, please state this in your application form, or email admin.team@neneparktrust.org.uk and we will do our best to support you.