

Job Description: Fundraising Assistant

Accountable to: Fundraising Manager

Location: Corrymeela Belfast/Ballycastle

Introduction

The Corrymeela Community is both a Community of Members and a charitable entity. The charity's objects are to be a community of peace and reconciliation by engaging with difference, addressing division and supporting peace and reconciliation in Northern Ireland and beyond.

The Corrymeela Community Charter describes how we are together as a community of members, staff, volunteers and supporters and how we do things together. The Corrymeela Community Strategy articulates what we do. The Council, the members of which are charity trustees and company directors, signs off the Charter and the Strategy. The Council holds accountable the Leader, and through the Leader the Senior Management Team, for working closely together to uphold the Charter and deliver the Strategy.

For more information visit www.corrymeela.org

Overall Purpose

To provide administrative, logistical and project support to the Fundraising Manager. Assist in the development and growth of fundraising streams to the Corrymeela Community.

Key Tasks

Supporter Services

- Administrative support for compelling fundraising campaigns, and supporter relations materials.
- Assist the Fundraising Manager to enable supporters to deepen their relationship with us. This will include contacting donors through post, email and telephone.
- Assisting the Fundraising Manager with fundraising materials and messaging.
- Maintain good working relationships with donors, donation enquiries and always maintains a professional approach.

- Coordinate the administration of online campaigns and fundraising streams.
- Assisting the Fundraising Manager to ensure all activities are carried out legally and conform to best practice in line with the Fundraising Regulator, Codes of Fundraising practice and GDPR.
- Co-ordinate with other stakeholders.
- Providing ongoing donor care and stewardship, e.g. thank-you letters and other appropriate communications.
- Assist with the organisation of fundraising events hosted by the charity and its supporters.
- Attend cheque presentations etc, promoting the work of the charity as necessary and following brand guidelines.

Database Administration

- Input and amend records on our database, as and when required.
- Work closely with colleagues to ensure that our donor and volunteer data is managed effectively and efficiently and in a way which complies with legal and best practice guidelines.
- Produce reports from our database to identify fundraising targets and monitoring progress against targets.
- Produce donor contact lists from our database to communicate with donors through various channels.

Administrative Support

- Providing secretarial and general administrative support.
- Deputise for Fundraising Manager in the event of their absence.
- Producing and distributing correspondence, both electronically and non-electronically including related administrative duties.
- Supporting basic financial duties on an ad hoc basis.

Other Duties

- Any other reasonable duties.

The above list is not exclusive or exhaustive, and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.

Flexible Work Patterns

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied. All staff are required to work in a flexible way to meet the needs

of the organisation. This may include residential periods at the Centre and time away from home representing Corrymeela.

Statement on Confidentiality

It is in the nature of the work of Corrymeela that staff become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of Corrymeela's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

Safeguarding

We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy.

Where appropriate, offers of employment are subject to a check by AccessNI. A copy of the AccessNI Code of Practice is available on request.

Employment of Ex-offenders

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered employment.

General Responsibilities

- Members of staff are always expected to provide the appropriate service and to treat those with whom they come into contact in a courteous and respectful manner.
- All staff must comply with the Corrymeela Community No Smoking Policy on Corrymeela premises and while on duty for the charity.
- All duties are carried out in compliance with Corrymeela's Health and Safety Policy and Statutory requirements
- The Corrymeela Community is an Equal Opportunities Employer. You are required to adhere to Corrymeela's Equal Opportunities Policy throughout the course of employment.
- To ensure the ongoing confidence of the public in the staff of Corrymeela Community, staff must ensure they maintain the high standards of personal accountability.
- To be familiar with the Corrymeela Community Charter.

Further Information

Further information regarding entitlements and staff policies will be found in a comprehensive staff handbook, presented to staff upon commencement of employment.

Personnel Specification**Fundraising Assistant**

Location:	Corrymeela Belfast/Ballycastle.
Contract Type:	Full time, permanent
Hours:	37.5 hours per week, flexibility in working hours is required to fulfil the obligations associated with the post.
Salary:	£26,090 per annum
Pension:	A Corrymeela Community Pension scheme is in operation.
Notice Requirement:	One month notice.
Probationary Period:	A six-month probationary period will apply.
Terms & Conditions of Employment:	<p>2 satisfactory references are required, one which must be from a current/previous employer.</p> <p>Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of ID that will be outlined if no passport is available.</p> <p>Evidence of relevant academic and professional qualifications.</p> <p>Evidence of appropriate vehicle documentation.</p> <p>AccessNI check</p>

Essential Criteria:

The Fundraising Assistant must have demonstrable evidence of the following:

1. Experience in supporting the development and delivery of successful fundraising campaigns.
2. Excellent IT skills including:
 - Demonstrable experience of using a CRM database effectively (Corrymeela currently uses Raiser's Edge NXT), including the production of reports.
 - Significant experience in using Microsoft Office products effectively.
3. Good organisational skills with a methodical approach to working on several tasks simultaneously while prioritising and working to deadlines.
4. Excellent interpersonal skills and able to work well with all key stakeholders and external customers.
5. Effective communication skills, both verbally and written.
6. Excellent influencing skills and the ability to build relationships with a diverse range of people.
7. Administrative experience, well organised, efficient and having excellent attention to detail.
8. Understanding of both fundraising and GDPR regulations.
9. Current full driving licence (Valid for use in the UK) and access to a car on appointment. This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport, which will permit the applicant to meet the requirements of the post.
10. Satisfactory pre-employment check which will be conducted via AccessNI (Corrymeela will conduct this prior to appointment).
11. Legal status to work within the UK.

Desirable Criteria

1. A recognised qualification in fundraising, communications or marketing.
2. Previous experience within the charity sector.
3. Experience in using Canva to create fundraising materials.