

Job title: **Fundraising Admin Assistant**

Department: **Fundraising**

Reports to: **Fundraising Manager**



the **Cotswolds
Dogs & Cats
Home**

Cotswolds, Gloucester and District
Reg Charity No: 206007



Key Relationships:

- Fundraising Manager
- Fundraising Team
- Wider Team
- Supporters, volunteers and the public
- External partners

Hours: **25 hours per week. Monday - Friday (9.30am-2.30pm). Will consider fewer hours if required. Occasional evenings/ weekends required.**

Role type: **Maternity Cover (up to 12 months) - subject to probation review after 6 months.**

Location: **CDCH centre in Cambridge, Gloucestershire**

Salary: **£10.90 per hour**

About the Cotswolds Dogs and Cats Home

As a leading animal rescue charity in the Cotswolds, we care for hundreds of abandoned, abused, and neglected animals each year and find them incredible new families. We also support animals belonging to families with low incomes ensuring they have access to veterinary treatment and do not suffer because of cost.

The Cotswolds Dogs & Cats Home centre opened in September 2016, and as the profile of the charity has increased, we have gained more amazing support from the local community. It is vital to the success of the fundraising function that we both engage and nurture our existing supporters as well as grow our supporter base. The Fundraising Admin Assistant will be key to ensuring we provide a great experience for our supporters.

The successful candidate will ideally have fundraising experience and is confident working with databases, will be highly organised, great communicators, must be able to work on their own initiative and will have huge amounts of energy, commitment and enthusiasm. A passion for animals is a must.

Key Objectives & Responsibilities

This is an exciting stage in the charity's development and the Fundraising Admin Assistant will support the fundraising department in the effective and efficient delivery of its fundraising initiatives and activities. The postholder will provide administrative support across the key areas of events and community fundraising, corporate fundraising, trusts and foundations, and individual giving as well as general charity administration.

The postholder will also provide administrative support to the Fundraising team and will undertake a wide range of tasks to achieve a proactive and successful fundraising function for the charity.

Please complete an application form and send with covering letter to:

Email: haley.medlock@cdch.org.uk

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Main responsibilities:

General Administration

- Respond to enquiries by phone, email and post
- To ensure that the database is accurate and up to date to produce weekly reports
- To ensure all donations are acknowledged and correct stewardship followed
- Carry out the day-to-day administration of the fundraising department
- To provide support to other specific activities and events as directed
- To occasionally attend and support community events and events organised by CDCH (time taken back in lieu)
- Keep up-to-date with best practice in fundraising and comply with all relevant legislation and regulation and work within the organisation's policies and procedures

Fundraising and Events Assistance

- To assist with organising in person and digital events
- To continually obtain prizes for raffles/tombolas and draws from local businesses
- To provide support with the delivery of events including preparing equipment and materials
- Provide cover and support at events

Other

- To undertake other appropriate tasks as directed
- Undertake any training or personal development as required to keep up to date with the service provision and current regulations and legislation.

Skills/ Experience

Essential:

- Excellent verbal and written communication skills
- The ability to be proactive and seize opportunities, react quickly and flexibly
- A strong team player who is confident, reliable, creative self-motivated and target driven
- Excellent IT skills including use of Word and Excel
- Personal sensitivity and empathy with the ethos of the Cotswolds Dogs & Cats Home
- Able to work outside of normal working hours and to be flexible to the role (this will include evenings and weekends)
- Current valid driving licence and use of a vehicle essential

Desirable:

- Experience in event management
- Excellent database management knowledge and skills
- Knowledge of supporter stewardship
- Experience of working for a charity (preferably an animal charity)
- Willing and able to lift and carry boxes/items prior to and after events
- Experience of donor development and direct marketing techniques

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Key Information

The charity is an equal opportunities employer and all employees are actively encouraged to contribute to the promotion of diversity.

All employees are required to act in accordance with their responsibilities under the Health & Safety at Work Act.

Data Protection

As part of your duties, you will be required to obtain, process and use information held on a computer or word processor. You may not use or disclose data for any other purpose than that for which it was recorded. You must only disclose data to authorised persons or organisations as instructed.

Working at CDCH

Please note that all offers of employment require the following:

- References
- Proof of eligibility to work in the UK.
- Completion of a six month probationary period
- A full-clean driving licence is essential.

Benefits

- Contributory Pension
- 28 days annual leave inc BH (per annum)
- Pet Plan insurance discount
- Discount in CDCH charity shops

This role profile is not exhaustive and may be subject to change to meet the operational needs of the charity.

Please send a CV, covering letter and completed application form by Monday 1st April 2024.

Interviews will be on Tuesday 9th April 2024

If you have not been contacted by Friday 5th April 2024, then unfortunately you have not been chosen for an interview for this current vacancy. Please do not let this stop you from applying for post in the future within CDCH.

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