This post is subject to a satisfactory Criminal Records Bureau (CRB) declaration. A full CRB check may be carried out on randomly chosen declarations which will disclose all cautions, reprimands and warnings as well as convictions.

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| **1. Post** |
| Post: | Fundraising Assistant |
| Department: | Fundraising |
| Salary: | £19,000 - £22,000 full time  | Date: | November 2018 |
| **2. Supervisory responsibilities/position in structure** |
| Responsible to: | Events & Community Manager  |
| Responsible for: | Fundraising Volunteers |
| **3. Main function of job** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required) |
| The Lullaby Trust provides expert advice on safer sleep for babies, supports bereaved families and raises awareness on sudden infant death. Sudden Infant Death Syndrome (SIDS) is the biggest cause of death in babies over one month old. In England and Wales, about 600 babies die unexpectedly annually and the deaths are referred to the coroner; of these tragic deaths about 230 remain unexplained or only partially explained after post-mortem examination. The fundraising team at The Lullaby Trust raises income from individuals, events and community fundraisers, corporates and trusts, providing the financial resources for The Lullaby Trust to succeed in its work, and there are exciting challenges and opportunities ahead for the charity. The post of Fundraising Assistant sits within a successful, friendly and committed team and offers a varied and dynamic role for someone who has excellent administrative and communication skills. You will be the first point of contact for many of our supporters and help provide them with an exceptional donor experience. You will be responsible for researching new funding opportunities, assist on key fundraising events and have the opportunity to gain project management experience. You will provide administrative support across the full breadth of the fundraising team contributing towards team objectives. |

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| **4. Main duties** (brief description) |
| Duties/Responsibilities | Level of responsibilitydirect or indirect (D/I): |
| Provide administrative support across the Fundraising team (as described below) and assist in maintaining filing systems Assist the Events & Community Fundraising team to respond to enquiries and send out materials to supporters by postOpportunity to manage aspects of Challenge and Community fundraising events (with the support and guidance from the Events and Community Manager) Communicate with Lullaby Trust supporters, responding to enquiries and donations via telephone, email, post and social media Assist the Individual Giving Manager in monitoring individual giving, regular giving, legacy and in memory fundraising, support appeals and manage correspondenceAssist the Trust and Statutory Fundraisers in researching prospects, managing data and submitting proposalsAssist the Head of Fundraising to research new Corporate fundraising opportunities, researching prospects, managing data and submitting proposalsAdminister records and searches for individuals and organisations on Raiser’s Edge database, Just Giving and Virgin Money ensuring a high standard of accuracyDistribute fundraising materials to supporters, record out-going stock and assist the team to coordinate new stock with suppliersSupport research on specific projects and new campaigns as and when requiredAttend and take minutes for fundraising meetings and attend general meetings as and when required Support and supervise fundraising volunteers where appropriateAssist at The Lullaby Trust events. This will include some out of hours and weekend work. Time Off In Lieu (TOIL) will be given when this occurs Undertake any other reasonable duties as may be required | DDI DDDIDDIDIDD |

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| **5. Requirements to carry out job** |
| Essential or desirable requirement – please indicate against each heading | E | D |
| Qualifications/education required: |  |  |
| GCSE standard  Degree/Higher Education  | E | D |
| Competencies required: |  |  |
| Experience of working/ volunteering within a charity Experience of working within Events, Community or Individual Giving fundraisingExperience of working in administrative role within a busy office environmentCommitment to the highest level of donor careCommitment to high standards in all areas of work A diplomatic approach and ability to deal sensitively with bereaved parents who contribute to fundraising initiativesAbility to represent The Lullaby Trust at events and functions (TOIL will be offered) | EEEEE | DD |
| Specialist training required: |  |  |
| n/a |  |  |
| Any particular aptitude/skill required: |  |  |
| Good working knowledge of Word, Excel and Outlook Good working knowledge of Raiser’s Edge or similar fundraising databaseExcellent relationship builder both on phone and in person, able to effectively communicate with donors Ability to communicate appropriately with target audiences across different media (postal mailings, e-communications and social networking sites)Persuasive and effective written style with an eye for detailAbility to form and maintain sound relationships and to work within a teamAbility to plan and prioritise own work load and work to deadlinesHigh level of efficiency, able to cope under pressure | EEEEEEE | D |
| Personal characteristics required: |  |  |
| Self-motivator with initiative Commitment to the organisation’s strategic goal to reduce the rate of unexplained infant deaths by 2020 | EE |  |
| **6. Special terms** |
| Working in different locations: | Attending Lullaby Trust events outside of the office as and when required, this may include some evening and weekend work. Time Off In Lieu will be given when this occurs.  |
| Benefits | 25 days annual leave pro rata per annum Eye-care vouchers and child-care vouchersFree travel loan to work after 6 months Lullaby Trust offer a salary sacrifice pension scheme to all employees following completion of an interim probation review. We encourage you to contribute at least two to five per cent of your salary and will match up to 5% contribution to your scheme |
| Application details | To apply for this role please submit a copy of your CV and a supporting statement (no longer than two sides of A4) by 9am Wednesday 5th December to Lucy Tambyraja LucyT@lullabytrust.org.ukTel: 020 7802 3217Provisional interview dates: Thursday 13th DecemberThe Lullaby Trust, 11 Belgrave Road, London SW1V 1RB |