



## **JOB DESCRIPTION**

Job title: Fundraising and Events Administrator

Reports to: Head of Fundraising & Engagement

The post holder will provide key administration support to the Fundraising & Engagement team in their Centenary year. This is an opportunity for someone with a commitment to hard work, creativity and enthusiasm to make a real difference for a local charity.

## **JOB PURPOSE**

The post holder must use their initiative, personal presence and drive to support Sight for Surrey's Centenary activities, to achieve a substantial increase in unrestricted income.

## **KEY RESPONSIBILITIES**

- To support with administrative tasks and associated duties in the team
- Ensure all enquiries are dealt with efficiently and promptly
- Support individuals and organisations fundraising for the charity by supplying information, materials, resources, ideas and encouragement.
- Be responsible for adding new enews signups to the database
- Ensure all fundraising income is entered onto the database in a timely manner
- Maintain accurate and up to date record keeping of written and oral communication with supporters.
- Attend community events on an ad-hoc basis acting as an ambassador giving presentations, speeches etc.
- To act as a back-up to welcome visitors to Sight for Surrey appropriately if requested, and deal with their queries appropriately.
- Attend evening and weekend events on behalf of Sight for Surrey.
- To comply with best practice and legal requirements including data protection and charity fundraising.
- Be proactive in keeping up to date with developments affecting your work.
- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post.
- Abide by organisation policies and practices.
- Support diversity and equality of opportunity in the workplace.

## **Work Context:**

The post holder will be highly motivated and organised to provide support to the Fundraising & Engagement team in 2022 for the Centenary year.

Sight for Surrey constantly needs to reassess its priorities in line with a changing funding environment and the needs identified by its members and service users. These factors are crucial to the charity's survival and need careful attention. In order for Sight for Surrey to successfully manage these pressures there is a need for all staff to be flexible and work wherever their core skills are needed most. No-one will be asked to carry out work for which they are not properly trained.

## **Competencies Required:**

### **1. Strategic and Operational Management**

Understands the Sight for Surrey Strategy and how it contributes to the charity's mission. The ability to think ahead and support a busy programme of fundraising events. Contributes to own as well as other service delivery objectives. Makes recommendations and suggestions to managers. Develops innovative approaches to fundraising strategy to increase income streams.

### **2. Inspiration**

Working with other members of Sight for Surrey, in an imaginative and effective way, to develop events and increase income. Value and support volunteers to support the fundraising strategy.

### **3. Making Things Happen**

Establish plans, organise and prioritise self and volunteers. Planning resources effectively. Managing crises effectively. Demonstrate a consultative and informed approach to problem solving, using patience and understanding. Able to liaise within Sight for Surrey and its service managers and externally with other groups, volunteers and service users.

### **4. Communication**

Communicating information to the right person in a regular and timely fashion, using the best method possible. An excellent use of computers to be able to produce data, information and to keep accurate records. Ensuring that the right information is accessible to all. Able to employ listening skills to full effect.

### **5. Developing Others**

Shares knowledge and skills with others. Supports others in their development and contributes positively to the development of fundraising volunteers.

### **6. Managing Change**

Seeks ways to continually improve own and others' performance. Actioning changes that are needed to services. Open to new ways of working. Adapts well to change and able to feed back the impact of changes to others.

### **7. Personal Impact**

Make a positive impression on people as a consequence of personal style, ability and credibility. Acts with integrity and strives to develop the competencies they require to meet organisational objectives and to adapt to changing and uncertain needs and circumstances.

## **8. Service User Focus**

Maintains good relations with service users, informing them about events and seeking their views. Responding quickly and effectively to their comments and suggestions.

## **9. Use of Information Technology**

Uses the relevant IT proactively and effectively to do their job.

## **PERSON SPECIFICATION**

### **Skills and Qualifications:**

- Excellent written communication skills in English
- Excellent research skills
- Extensive working use of all Microsoft Office applications.
- Strong communication skills including an ability to produce proposals and reports and to make presentations to a variety of audiences
- Ability to take a hands-on approach
- Good general background of office procedures and administration

### **Desirable**

- Car driver/owner

### **Working Environment:**

Based at Rentwood, Sight for Surrey Offices in Fetcham, Surrey

### **Physical Requirements/Effort:**

Ability to travel around the county.

### **Working Environment:**

Office based but with some external work. Some evening and weekend work for which notice will be given.