

JOB DESCRIPTION

Events and Fundraising Assistant

General: The Rose Road Association has been working with children, young people and their families from across Hampshire and the surrounding counties since 1952. The children who attend The Association have multiple and complex health conditions.

The range of services provided includes; activity schemes, residential short breaks, family information and advice services and community support to over 300 families in Hampshire and surrounding counties.

Responsible to: Fundraising Manager

Hours: 37 hours per week

There will be some evening and weekend work included in this and we operate a TOIL system.

Hours are by agreement with your manager; however we will accept requests for flexible start and finish times between 8am and 9.30am and then 4pm and 5.30pm.

We would consider a job share for the right candidates

Purpose: This role is an exciting position within the Rose Road Fundraising Team. You will support us to widen our diverse portfolio of events including sporting, corporate, challenge, community and third-party events, attracting new supporters and providing exceptional donor care.

Donor Stewardship is a key part of this role and you will engage and communicate with a range of supporters by, for example, attending local community coffee mornings, sending newsletter updates and helping to organise community volunteers.

We are looking for an individual that has customer service or fundraising stewardship experience who is looking for the chance to use their creativity and enthusiasm to develop new initiatives. This is the perfect role for a candidate looking to develop in the events or fundraising sector.

Main Tasks:

1. Supporting the Fundraising Manager to oversee our events schedule. This will include event management (and complete ownership of smaller events), attendance at and promotion of our own events and those of third-party fundraisers. For example, leading on our community coffee mornings, attending challenge events and supporting with the delivery of our signature events such as our summer ball.
2. To lead on the creation of all marketing materials for the team, this will include creating posters and leaflets, social media images, adverts and programmes and presentations (full training will be given).
3. Communicating with our donors and supporters, thanking them in a timely fashion and keeping them abreast of developments at Rose Road and the impact of their support. This will include updating social media and sending regular newsletter updates.
4. Organising volunteers to help with and attend events. This will include organising on-site Corporate Volunteering days, arranging bucket collections and managing attendance at festivals and shows.
5. Processing finances is a key element of the post and you will assist with counting cash, banking and recording income. This will include recording donors and supporters' details on our CRM system in line with GDPR regulation (full training will be given).
6. Working collaboratively and supportively with other team members to contribute towards departmental income generation targets.

General Duties:

1. Contribute towards reports by gathering, monitoring, recording and reporting information required by the Head of Fundraising.
2. Undertake any other reasonable duties as required in support of the organisation.

Conditions & Annual Leave: The Rose Road Association is an equal opportunities employer. All staff undergo annual appraisal. Normal Association conditions of service apply. 25 days annual leave per annum (pro rata), rising to 28 days after 5 years continuous service.

DBS Check: This post will be subject to an Enhanced Disclosure by the Disclosure & Barring Service.

Salary: £18,426 (NJC scale 4-14 £18,426 - £22,462)

Closing Date: 5pm on Monday 18th November 2019

Interview Date: 26th November 2019

How to Apply: Visit www.roseroad.org.uk/jobs to complete an online application form or contact Human Resources on humanresources@roseroad.org.uk or 023 8072 1234





PERSON SPECIFICATION

Events and Fundraising Assistant

Requirements	Essential	Desirable
Qualifications		
Relevant Professional Qualification or training		x
Knowledge and Skills		
Experience of planning and implementing successful events.	x	
Ability to plan effectively to meet deadlines and manage a variety of projects.	x	
Highly articulate with strong written, verbal and presentation skills.	x	
Experience of using social media pages and interacting with a broad range of audiences	x	
Good interpersonal skills in relation to communicating effectively with the public, partner organisations, clients and the team.	x	
Be able to work on own initiative whilst remaining an effective team player.	x	
Maintain a flexible approach to the role and adapt to changing priorities.	x	
Intermediate user of Microsoft Office and previous fundraising database (or similar) experience.	x	
Experience of creating marketing materials such as posters, leaflets and imagery ready for social media.		x
Willingness to work some antisocial hours.	x	
Valid Full UK Driving License	x	
Experience of working with a range of organisations, including businesses		x

Strong links within local/regional business networks	x
Experience of using email marketing campaign software	x
Experience of fundraising (at any level, this may include personal experiences)	x
Ability to produce press releases to promote event activity and calls to action.	x
Ability to be creative and innovative in design and promotion of events and campaigns.	x

Behaviours / Personal Attributes

To convey the professionalism of the Association at all times	x
To be self-motivated with excellent time management	x
The ability to maintain confidentiality, use sound judgement and perform independently	x
Be respectful, demonstrate anti-discriminatory practice and a positive attitude to promoting equal opportunities for all.	x
To be enthusiastic and willing to have fun!	x