



**ST VINCENT DE PAUL SOCIETY
(England & Wales)**

Job Description

Job Title: Fundraising Campaign Administration Assistant

Reports to: Head of Fundraising, Communications and Marketing

Location: National Office in London

Salary: From £19,207 - £20,670 (inclusive of London Weighting and dependent on experience)

Hours: 37.5 hours per week

Holiday: 25 days per annum plus bank and statutory holidays

Primary objectives: To provide administrative support for the Society's national fundraising campaign, coordinate campaign activities, produce support literature; communicate with members, the Campaign Board and external audiences.

Responsibilities

- To coordinate campaign activities, ensuring agreed deadlines are achieved
- To act as Secretary to the campaign Steering Group and arrange meetings, prepare agendas (under the direction of the Chair), take minutes and prepare reports, papers and action notes
- To organise and co-ordinate campaign meetings and presentations

- To ensure consistent, prompt and accurate communication between the SVP National Office, members, parishes, campaign groups and volunteers
- To respond swiftly and accurately to enquiries about the campaign from members, the general public, parishes and voluntary leaders and ensure the right people are kept informed
- To support the members of the Campaign Board in their approaches to individuals, through the provision of materials and co-ordination of arrangements
- To arrange the production and provision of campaign literature, presentations and other campaign materials, writing copy under the direction of the Head of Fundraising, Communications and Marketing
- To oversee and organise the work of volunteers or temporary administrative staff who may assist with the campaign in the National Office from time to time
- To keep the National Office and Fundraising, Communications and Marketing team appraised of progress and new developments with the campaign
- To communicate key messages regarding the campaign to colleagues responsible for internal and external communications and to update the website and Social Media channels
- To assist with the planning and coordination of campaign-related initiatives across the Society
- To undertake research, produce data and prepare regular and ad hoc reports as required
- To maintain accurate financial records associated with the campaign and produce reports as required
- To ensure all donations are appropriately acknowledged and in a timely manner
- To research and prepare mailing selections, letters, reports and other communications, including mail-merge and preparation of personalised communications and address labels
- To make and receive telephone calls in relation to the campaign and respond to correspondence and enquiries received via email and the Society's website and social media platforms.
- To update the database of donors, entering data, logging details of actions taken and follow-up actions required

- To attend meetings or events, occasionally on evenings or weekends as required, occasionally staying overnight
- To undertake other duties as required for the proper performance of the role

The above list is not exhaustive and other duties relevant to the post may be required from time to time. Variation may also occur to the duties, responsibilities and place of work at the request of your line manager without changing the general character of the post.

Person specification

It is essential that the post holder has the following education and skills:

- Education to A level standard or equivalent
- A high level of literacy and numeracy
- Excellent verbal, telephone and written communication skills
- Good interpersonal skills, able to relate to and communicate with a wide variety of people
- IT literacy (especially in MS Office, CRM databases, web and social media)
- Excellent time management. Able to prioritise and manage differing workload demands, be highly organised, efficient and meet deadlines.
- Ability to work as part of a team and independently

Experience

- Project experience, preferably gained in a fundraising, marketing or other service or commercial environment
- Experience of managing and delivering administration processes
- Experience of processing and maintaining hard copy and digital records
- Experience of using databases
- Ability to work as part of a team and independently
- Ability to process sensitive information and maintain strict confidentiality

Attitudes

- Empathy with the Christian aims and purposes of the Society and able to value people of all faiths and none
- Disciplined and organised
- Able to work to tight deadlines
- Attention to detail
- Positive and flexible
- Good team worker

It is desirable that the post holder has the following:

- Minimum 2 years' experience of working in an office environment
- Knowledge of the SVP and its work
- Experience of fundraising or marketing principles and practice
- Familiarity with fundraising and donation platforms such as Just Giving, Paypal and CAF
- Experience of working with designers and commissioning print and publications

October 2018

