

JOB DESCRIPTION

ROLE TITLE:	Fundraising & Marketing Assistant		
REPORTING TO:	Fundraising & Marketing Manager		
LOCATION:	Home based	HOURS:	Part time (21 hours to be worked flexibly)
SALARY:	£13,333 (FTE £22,857 per annum)	DIRECT REPORTS:	N/A
CLOSING DATE:	Monday, 17 th February	INTERVIEW DATE:	tbc

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

This is a new wide-ranging role, ideal for a proactive, organised individual who is ready to start their career in charity and fundraising.

Supported by a encouraging and experienced team, the successful candidate will bring enthusiasm and creativity, and be ready to represent Surrey Care Trust as an ready to be an ambassador to promote our work to stakeholders, engage with charitable funders (trusts, companies, and individual donors), research new fundraising opportunities, create compelling communications, help deliver impactful fundraising events, support the management of our database, assist in monitoring funded projects, and support our digital marketing activities, all to help people overcome the disadvantage of low skills, poor educational achievement, limited opportunities, and tough financial circumstances.

Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

Overall purpose of the role

As a member of a small fundraising and marketing team, the Fundraising Assistant is responsible for supporting all aspects of the Trust's Fundraising and Marketing activities.

Duties and Responsibilities

Responsibilities:

- Support develop and implement Surrey Care Trust's fundraising plan
- Support Events Fundraising
- Support donor relationships
- Support database management and supporter communications
- Support Marketing activity, digital and print

Duties:

- Support implementation of Surrey Care Trust's fundraising plan
 - Support Fundraising & Marketing Manager to deliver overarching fundraising plan
 - Work with GMT Fundraiser to:
 - Help identify new potential funders using research from fundraising sources
 - Support the preparation and submission of bids and reports to charitable funders
- Support Events Fundraising
 - Work with the Events & Community Officer to plan and deliver a calendar of fundraising and cultivation events incl. the London Marathon and SCT's own Surrey 5 Peaks Hikeathon
 - Attend all Surrey Care Trust events (requires some weekend and evening availability)
- Support donor relationships
 - Support management of regular communications including event invitations
 - Support and facilitate appropriate acknowledgement
- Support database management and supporter communications
 - Work with Database and Supporter Liaison Officer to:
 - Help manage database and volunteer information
 - Record relevant correspondence
 - Ensure timely and effective thanking and recognition of support
- Support Marketing activity
 - Support Marketing and Communications Officers in the creation of Surrey Care Trust's marketing materials, including social media and website
- Additional
 - Attend regular team and organisational meetings
 - Manage and support volunteers as and when necessary
 - Liaising with all members of the Trust
 - Some travel throughout the county

NOTE: This job description is intended as a working document for the position outlined. It is not exhaustive but indicates the wide range of duties involved.

The job description will form part of the organisation's performance management process and will be kept under continuous review to reflect the change and growth within the Trust.

Person Specification

Education, Training and Work Qualifications

Essential

Educated to A level standard or equivalent

Relevant Experience

Essential

No previous experience necessary

Desirable

- Experience of working in events
- Experience of fundraising
- Experienced in administration e.g. organising meetings etc.
- Experience of using a fundraising database

Skills and Expertise

Essential

- Excellent organisational and administration skills and able to plan, manage and prioritise own workload
- Able to work constructively as a member of a small home based team
- Highly computer literate including using a contacts database and Microsoft 365

Desirable

- Excellent communication skills; particularly written
- Good research skills

Knowledge

Essential

No specific knowledge required

Desirable

- Knowledge of fundraising in the charity sector
- Has knowledge of current issues relating to employment, mental health, social exclusion/education and training

Other

- Willingness to learn
- Full driving licence and access to a car
- Ability to work with volunteers
- Willingness to work flexibly and occasionally be available for evening and weekend work

For an initial discussion about this role please contact:

Rachel Perez-Lofty on rachel.perez-lofty@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk

– Closing date for applications is **Monday, 17th February 5.30pm**