

The Sheffield Royal Society for the Blind

Job Description – Fundraising & Marketing Assistant

Hours: 25 hours per week to be worked flexibly to meet the needs of the role and which will involve some evening and weekend working. Additional hours may be required from time to time.

Salary: Negotiable subject to relevant skills and experience.

Background Information:

Sheffield Royal Society for the Blind (SRSB) provides a range of services and facilities to support people with sight loss in Sheffield and people with sight loss and/or hearing loss in Rotherham. Our services in Rotherham are delivered under the name of Rotherham Sight & Sound (RSS). Our overarching aim is to promote people's independence through advice and subsequent referral to other services, both our own and other agencies.

Duties & Responsibilities:

Reporting to the Fundraising Manager but also working closely with the Marketing Manager, to support both functions and become an integral part of the Fundraising & Marketing team.

Our key areas of operation from a Fundraising and Marketing perspective are as follows:

- Corporate Supporters
- Community Organisations
- Individual Supporters
- Fundraising & Marketing Events
- Grants & Trusts
- Legacies

Some involvement is likely in all of these areas generally but specific duties and responsibilities will include, although not restricted to:

- 1) Assist with organising fundraising events and the running of that event
- 2) Assist with organising marketing events and the running of that event
- 3) Attend to administration in relation to fundraising and marketing events.
- 4) Organise and oversee store collections.
- 5) Attend to administration in relation to collection boxes, miscellaneous donations etc. to maintain and strengthen supporter relationships.

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- 6) Assist with maintaining the charity's online presence including our website and social media.
- 7) Support our fundraising volunteers and our marketing volunteers as well as line manage them on a day to day basis.
- 8) Undertake appropriate training as and when required.
- 9) Other ad-hoc duties as may be required from time to time.

Person Specification

E = Essential Requirement

D = Desirable Requirement

Experience and Qualifications	E or D
Experience of fundraising and/or marketing	D
Experience of working in the voluntary sector	D
Experience of producing written and electronic based reports	E
Commitment to own continuing professional development and attendance at further training	E
Skills and Abilities	
Adaptability, able to respond to a varied workload and different challenges	E
Ability to communicate clearly and effectively in a structured way with a range of individuals, both verbally and in writing	E
Ability to communicate with staff in a professional manner - to develop and maintain appropriate positive relationships with a range of stakeholders including supporters, clients and volunteers	E
IT literate and competent in use of Microsoft Office software including Word, Excel and Outlook, or equivalent	E
Experience using CRM (database) software, currently Goldmine but due to be upgraded to Microsoft Dynamics over the course of the next few months	D
Experience maintaining web site content using a content management system	D
Experience with social media such as Facebook, Twitter and Instagram	D

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Ability to work on own initiative and liaise with colleagues as and when required	E
Ability to prioritise and manage own workload	E
Qualities and Competencies	
An outgoing and engaging personality to engage with all of our stakeholders generally but in particular our supporters, clients and volunteers	E
A good sense of humour	E
Self-motivated	E
Personal commitment to equal opportunities and anti-discriminatory practices	E
Ability to motivate and support others	E
Conscientious and thorough in record keeping, data collection and data protection	E
Other Requirements	
Ability to travel for events within South Yorkshire for fundraising and marketing events	E
This post may require some very occasional UK travel which may include occasional overnight stays for training seminars and conferences	E
Appointment is subject to an Enhanced DBS check and satisfactory references, including a reference from your current/most recent employer	E

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All Staff are required to:

Understand and comply with all relevant legislation and SRSB's policies and procedures, including data protection, safeguarding and health & safety. Confidentiality of information relating to clients, volunteers and staff is of paramount importance.

To bring to the attention of the General Manager any serious problems or areas of concern

Work as part of a team for the benefit of our clients. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB/RSS as an independent charity for the provision of help, support and provision of services in various forms for the benefit of our clients.

Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related.

Benefits:

Life Assurance

All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

Pension

You will be auto enrolled in SRSB's staff pension scheme immediately and contribute 3% of your gross earnings (plus employer contribution 2%). This percentage is due to increase to 5% employee (employer 3%) in April 2019, subject to the government not deferring these increases. If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution. This is a 'money purchase' scheme and is contracted in to SERPS.

Holidays

Full time entitlement 23 days per annum plus 9 days statutory/customary holidays. 3 days must be reserved for the Christmas/New Year shutdown. As this post is for 25 hours to be worked flexibly the holiday entitlement will be calculated in hours. Additional holiday entitlement starts to accrue after 3 years' service. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.