



## **JOB DETAILS**

**Job Title:** Fundraising Admin Assistant  
**Grade:** S2  
**Location:** Dr Kershaw's Hospice, Oldham  
**Hours:** 15hrs p.w.

## **ORGANISATIONAL ARRANGEMENTS**

**Accountable to:** Fundraising Team Leader  
**Other Accountabilities:** Income Generation Manager

## **JOB SUMMARY**

This is a fixed term contract to assist with administrative and clerical tasks as required within the fundraising office.

This may include but is not limited to:

- Data inputting
- Fulfilment of Christmas orders
- Sending out sale or return calendar orders or getting them ready for delivery by volunteer drivers
- Database updates as advised by Fundraising
- Thank you letters
- Light up a Life messages and cards
- Answering calls as needed
- Telephone and admin for certain campaigns as required
- Collection box facilitation
- Assist with admin and clerical duties as directed by the Fundraising Team Leader relating to volunteer drivers and clerical support to Hospice shops
- Assist with the organisation of Hospice events as directed e.g Bring and Buy, Unwanted Gifts Month

- Assist the trading and events lead officers with sourcing, negotiating purchase and marketing of Hospice merchandise
- Ensure good levels of stock and stock rotation of goods sold on behalf of the Hospice
- To be responsible to the Fundraising Team Leader for accurate data entry on Harlequin

## **EDUCATION AND TRAINING**

The post holder will:

1. Maintain high professional standards and continue their own personal and professional development.
2. Attend all mandatory training/update sessions.

## **GENERAL**

1. **Confidentiality** - It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.
2. **Equal Opportunities** - The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.
3. **Health and Safety** - Staff must ensure they are familiar with the requirements of the Health and Safety at Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding** - Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospices safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that maybe reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

