

Job Description –Sessional Fundraising Assistant

The Role:

The Spina Bifida Hydrocephalus Scotland Fundraising Team are recruiting additional Fundraising Assistants on a sessional basis to support them in driving forward a range of fundraising initiatives.

Main Duties and Responsibilities

Charity Collection Box

- Managing 60 existing boxes and placing an additional 80 charity collection boxes in shops, pubs and establishments that attract flowing traffic in Glasgow, N & S Lanarkshire and surrounding areas
- Making follow up visits every 2 months or as required periodically to these businesses to collect full box and replace with a new empty box
- Counting and banking the income of each box and providing a report of income to SBH Scotland Community Fundraiser
- Maintaining accurate records of how much each collection box placed raises.

Social, Corporate and Challenge Events

- To assist the members of the Fundraising team in the organisation of fundraising events (Ladies Lunch, Burns Supper, Golf Day). This will involve proactive approaches to companies across Scotland to sell tables/teams and securing prizes for auction and raffle.
- To assist the fundraising team in making proactive approaches regarding fundraising challenges i.e. zip slide, fire walk, abseil.
- To assist in the set up and management of events

Administration/Data Entry

- To be responsible for the accurate updating of the Raiser's Edge Fundraising Database to ensure the highest quality of data entry. Exact Tasks TBC

Fundraising Representative

- To represent SBH Scotland at cheque presentations, can collections, bag packs, profile raising events (Including dressing as Mascot) and other Fundraising events as and when required.

Accountable to: Director of Fundraising

Place of Work: Home based/Dan Young Building (Cumbernauld). Post will require travel throughout central belt to attend events when required

Hours of Work Sessional/ad hoc basis.

Salary & Benefits Zero hours contract £10.72 per hour. In addition, travel costs will be reimbursed (mileage or actual cost of public transport). Flexible working hours are available dependent on business need

Person Specification

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> ➤ Educated to a Higher Qualification Standard ➤ Must have Higher English or equivalent 	
Knowledge	<ul style="list-style-type: none"> ➤ Highly organised with excellent administrative skills ➤ Excellent level of keyboard and data processing skills ➤ Practical knowledge and understanding of database management ➤ Good level of communication both verbal and written ➤ An ability to demonstrate numeracy ➤ Working experience of Microsoft Word, Excel and Access ➤ Ability to work on own initiative and to be part of a team ➤ Ability to prioritise work and meet deadlines 	<ul style="list-style-type: none"> ➤ Experience or knowledge of fundraising in the voluntary sector, either paid or in a voluntary capacity
Experience	<ul style="list-style-type: none"> ➤ Working on own initiative ➤ Multi-level Communication skills ➤ Working experience of Microsoft Office Suite 	
Abilities and skills	<ul style="list-style-type: none"> ➤ Must be competent in public speaking to diverse audiences ➤ A proactive self-starter i.e. with the ability to plan and initiate projects ➤ Dynamic, motivated with the capacity to use own initiative and to be part of a team ➤ Ability to prioritise and work to meet deadlines 	
Personal Qualities	<ul style="list-style-type: none"> ➤ Confident, enthusiastic, and adaptable ➤ Innovative with a willingness to learn new skills 	
Circumstances	<ul style="list-style-type: none"> ➤ Able to work flexibly outside the normal working hours. ➤ Hold a current clean driving licence ➤ Have access to a car 	