

Job Description

Post Title:	Fundraising Assistant
Reports to:	Fundraising and Communications Co-ordinator
Working Hours:	10 hours per week
Salary:	£16.82 - £20.42 per hour depending on experience (£30,610 - £37,170 annually (full time equivalent))
Location:	Dementia Jersey office, St Helier

Overview

Dementia Jersey offers advice, support, and education across the island to anybody affected by dementia. We seek to raise awareness and improve understanding of dementia, working to make Jersey a more dementia friendly island where all those affected by dementia are understood, welcomed, and supported.

Purpose of post:

To support the Fundraising and Communications Coordinator to deliver ambitious plans to raise our income with a focus on the organisation and set up of a range of events.

Main Duties and Responsibilities

- Assist with planning and organising fundraising events for Dementia Jersey including budgeting, sending invites, booking and liaising with venues and suppliers and sourcing raffle prizes.
- Support the coordination of the 400 Club, making sure that tickets get sent out in a timely way.
- Assist with moving and installing fundraising equipment including gazebos, trestle tables, pull up stands, feather flags, banners and leaflets between our office and various community venues.
- Attend roadshows, information stalls and fundraising events such as our abseil event and Memory Walk. Also provide support for events organised by community

fundraisers raising money for Dementia Jersey.

- At events take photos and videos and write promotional content in order to post live from the event.
- Work with the Fundraising and Communications Coordinator to fulfil orders from the online shop in a timely way.
- Support the Fundraising and Communications Co-ordinator by arranging the counting of collection buckets and tins, co-ordinating volunteer counters as required.
- Work with the Volunteer and Activities Coordinator to ensure the support of fundraising volunteers for events.
- In addition to the duties and responsibilities listed above, from time to time you may be required undertake other tasks, duties or projects which may arise and are commensurate with the general level of this post.
- Work within the requirements of the Dementia Jersey Employee Handbook.

Person specification

Essential Skills & Experience

- GCSEs in Maths and English grade C and above (or equivalent qualification)
- Previous experience of fundraising in a professional capacity
- Excellent communication and listening skills with fluency in English
- Knowledge of Office 365, particularly Teams and Excel
- Comprehensive knowledge and proficiency in Social Media packages including (Facebook, Instagram, LinkedIn, YouTube)
- Outstanding organisational and time-management skills
- Excellent attention to detail
- Ability to work under pressure
- Able to work flexibly to meet the needs of the charity
- Ability to take responsibility for their own workload and to work on own initiative.

Desirable Skills & Experience

- An understanding of dementia
- An understanding of Donorfy (client CRM) although training will be given
- First Aid trained (or a willingness to attend training).

Additional Information

Five years residency is required for this role.

The post-holder will have core hours when the office is open to the public (10.00-16.00 each business day), the remaining hours will be worked on a flexible basis. While the role is predominately office based, there may be times when the post-holder is required to support the Fundraising and Communications Coordinator, and the wider team by attending events at another locations, which may include evenings and weekend.

A clean driving licence and access to a car is essential for this role.

Due to the nature of this role, there may be times where equipment needs to be transported, lifted and/or carried, therefore a certain level of fitness is needed.

A satisfactory DBS check will be required as part of the recruitment process.

JD written: January 2025