

Job Description – Fundraising & Marketing Assistant

Salary: Circa £20k pro rata depending on experience

Contract: 6 months with possibility for extension

Hours of work: Five days a week – 9.00am to 5pm

Responsible for: Fundraising, marketing and administrative support

Reports to: Director of Community Investment, Marketing & Communications

Job purpose:

We're looking for an enthusiastic and motivated Fundraising and Marketing Assistant with good people skills to support our work at Wooden Spoon. You will help support the fundraising and marketing team with corporate fundraising, events, individual giving and marketing, as well as day to day admin.

This role would be an excellent opportunity for somebody with office experience looking to move into a fundraising and marketing role within the charity sector.

Main duties and responsibilities:

- Assist on a range of campaigns, from schools and corporate fundraising, to challenge and social events, liaison with rugby clubs and fundraising appeals
- Support the team with adding information to the Salesforce CRM database
- Support the team with web related research for fundraising and marketing initiatives
- Add events and information onto the Wooden Spoon website
- Update our social media channels and respond to supporter enquiries online
- Drafting press releases and news stories contacting media outlets to pitch stories
- Monitor branded collateral, auction items and prizes, and merchandise stock levels, keeping the warehouse stocked and tidy
- Distribution and organisation of fundraising prizes, collateral and certificates
- Day to day responsibility for TNT courier deliveries and pick ups
- Managing the general charity email inbox and answering the telephone
- Ad-hoc jobs as requested by the Director of Community Investment, Marketing & Communications

Person specification:

- Excellent written and verbal communications skills
- Experience and understanding of digital media
- A self starter and able to use own initiative
- Confident and able to deal with a wide range of stakeholders from senior management to volunteers to rugby ambassadors
- Good attention to details
- Excellent organisation skills with the ability to manage a diverse workload and meet deadlines

To apply:

Send a covering letter and CV to Juliette Gillard - jgillard@woodenspoon.org.uk by 10 January 2019. Interviews will take place the week commencing 14 January with a view to the role commencing as soon as possible.