

FHN Administrator/Fundraiser

Job description

Responsible to: Chair of Board of Trustees

Responsible for: none

Location: Post holder's home

Employment: This could be on an employed or contract basis

Hours: 15 hours per week, worked flexibly in agreement with the Steering Group

Wage: £8.75 per hour (or £10.20 in Greater London)

ROLE SUMMARY

To provide day to day support for FHN, managing the administration requirements, production of literature and general communications.

RESPONSIBILITIES

1. In liaison with the Campaign Consultants, to ensure that campaign activities are coordinated and deadlines met.
2. To ensure consistent and accurate communication between the board members and volunteers, that all enquiries are swiftly answered and the right people kept informed.
3. To organise and co-ordinate meetings and presentations.
4. To update FHN's website and maintain a regular social media presence on relevant websites/platforms.
5. To ensure that all activities/records are operating within the current regulatory environment.
6. To research and prepare mailing lists, mailing letters, reports and other publicity, including mail-merge and preparation of address labels from existing lists.
7. To make and receive telephone calls in relation to the Campaign.
8. To send and respond to e-mail correspondence.
9. To update a database of donors and applicants, entering data, logging details of actions taken and follow-up actions required, ensuring all systems are legally compliant.
10. To attend meetings or events on evenings or weekends as required.
11. To undertake other general duties as required for the proper performance of the role.
12. To support the grant making process.

The following duties are currently carried out by members of the steering group on a voluntary basis. However, over a period of time, the intention is for the post holder to incorporate them into this role by mutual agreement.

- To act as Secretary to the Steering Group and arrange meetings, prepare agendas, take minutes, prepare reports, papers and action notes.
- To arrange for the production of literature and other communications, drafting them as necessary.
- To support the submission of grant making trust applications, in liaison with the Campaign Consultants.
- To undertake internet and other research
- To maintain financial records as necessary.
- To ensure all appeal contributions are appropriately acknowledged and in a timely manner.

For more information on the Fund please visit www.fundforhumanneed.org.uk

The above listed duties and responsibilities are intended to represent the current priorities of the Campaign and are not intended to be a conclusive list as the role may vary and develop over time. Any alterations will be made in discussion with the post holder and in the light of the changing needs of the FHN.

February 2018