



Will you fly the kite for
bereaved families in the West Midlands at

Edward's Trust?

Supporting children and families facing loss and surviving bereavement

We're looking for a

Fundraising Assistant

to join our dynamic fundraising team and be part of our charity based in Edgbaston, Birmingham.

Are you the organised, passionate, self starter we need to help us make a difference to bereaved children, young people and parents in the West Midlands?

We actively welcome applicants from all ethnic minority groups. Edward's Trust is an open and inclusive employer.

Closing date:
4th Jan
midday



Our Values:

Respect

Hope

Excellence

Support

Holistic



www.edwardstrust.org.uk



Registered Charity No.1105370 & Company Ltd Guarantee in England & Wales No. 3487577

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Edward's Trust



Supporting children and families facing loss and surviving bereavement

Thank you for your interest in this post of:

Fundraising Assistant

This pack contains:

- Job description
- Person specification
- The values of Edward's Trust

To apply for this job please submit your CV and a detailed covering letter outlining how your skills and experience match the person specification. (As a guideline, this should be a minimum of 500 words).

Please note, CV's *only* will not be accepted.

We welcome any initial enquiries and look forward to receiving your application. For enquiries and applications contact: Clare Martin, CEO at clare.martin@edwardstrust.org.uk

Closing date: 4th Jan, midday
Interviews will be held week of 15th Jan

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Supporting children and families who are facing loss and surviving bereavement

Fundraising Assistant

| | |
|----------------------------|--|
| Job title: | Fundraising Assistant |
| Responsible to: | Chief Executive |
| Place of work: | Office Based in Edgbaston, Birmingham |
| Hours: | 30 hours (flexible work available with hours to be agreed, office based and due to the nature of the role, there will be occasional out of hours work) |
| Salary: | £20,000 (FTE £25,000) |
| Benefits: | 24 days pro rata plus bank holidays |
| Length of contract: | Permanent (6 month probationary period) |

About Edward's Trust

Edward's Trust is a local West Midlands charity providing support for bereaved children, young people, and parents. We have 34 years of experience and operate at the highest level, providing qualified counselling and holistic support for complex or prolonged grief. We do not set time limits and the service is completely free.

We do not get Government funding; therefore, we rely on donations to keep this vital service going.

Our Values

RESPECT

We will act with integrity in all that we do, being mindful and considerate to all. We respect and remember those who have died. Respect is a constant that embraces diversity and uniqueness of experience.

HOPE

A feeling of trust in tomorrow. We embody, instill, and empower a feeling of trust in tomorrow. Hope is the hand to hold. We have a vision that one day there will be a universal understanding of life-changing grief.

HOLISTIC

Complete and all encompassing. We acknowledge and respond to the needs of the whole person: mentally, physically, emotionally, and spiritually. We recognise the total experience of grief, promoting a holistic approach to bereavement care.

SUPPORT

Enabling with compassion and care. We provide responsive support that is appropriate, relevant, and meaningful to each individual. Together in safety and strength. Encouraging society to respond appropriately to people facing loss and surviving bereavement.

EXCELLENCE

Embracing professional integrity and creative innovation. We are passionate about providing exceptional services and maintaining the highest standards in all that we do. Excellence is valuing people. We are committed to driving innovation and change.

Role summary

The Fundraising Assistant role is a vital role for Edward's Trust's Fundraising Team. You will be assisting with all areas of Fundraising from being the first point of call for supporters and volunteers, to support them with fundraising activities, ensuring they are thanked, and communications are personal and timely. You will be involved in planning and assisting with events, campaigns and promotions and have responsibility for managing collection tins and office equipment and keeping our database and records up to date.

This would be an excellent role if you are looking to start a career in Fundraising and want a fulfilling role supporting bereaved children and adults in the West Midlands.

Key tasks and responsibilities

- Assist in the running and planning of fundraising campaigns, activities, and events. To be responsible for managing the collection tins in the community
- Be the first point of contact for supporters, requests and queries relating to fundraising.
- Be responsible for the implementation and daily management of the various volunteer and supporter groups.
- Build and maintain effective working relationships with stakeholders at all levels, both internally and externally
- Provide excellent supporter relationship assistance to corporate and individual supporters.
- Maintain accurate records of fundraising activity and income and be able to report on basic fundraising activity and income, including following financial procedures such as scanning and banking of cheques, timely preparation of thank you letters and updating of the fundraising database and planning and evaluation documents.
- Maintain the fundraising database, Donorflex, and any other planning documents through accurate data input and compliance with data processing regulations.

- Be responsible for ensuring volunteers and supporters are receiving the appropriate level of communication so they feel valued and know what difference they are making.
- Assist in identifying potential new supporters such as corporate partners and sponsors.
- Present supporters with further fundraising opportunities where appropriate
- Create materials such as posters, tickets, signs, social media posts and campaign emails to promote fundraising activities as required.
- Be responsible for managing, ordering, updating and keeping track of all fundraising merchandise, leaflets and other equipment for fundraising purposes.
- Work closely with other members of the Fundraising team to ensure the department's objectives are fulfilled.
- To work in a flexible and people focused way, adapting to the needs of the team and the organisation which can be rapidly changing.
- To participate in meetings and events as appropriate.

Person Specification

The following table shows the criteria that we will be assessing in short-listing applications.

| Criteria | Essential | Desirable |
|--|-----------|-----------|
| Knowledge | | |
| Excellent standard of written English and highly numerate | X | |
| Excellent numeracy skills | X | |
| Well organised with an attention to detail | X | |
| Excellent Microsoft Office Skills, including Word, Excel and PowerPoint | X | |
| | | |
| Experience | | |
| Use of a database/CRM system such as Donorflex | | X |
| Experience of supporting a team with administration | | X |
| Excellent Customer service skills | X | |
| Use of Canva to design posters, social media posts | | X |
| Worked or volunteered in a charity fundraising team | | X |
| Developed and improved administrative systems to be more efficient and effective | | X |
| Experience of working as part of a multi-disciplinary team. | X | |
| Skills and Qualities | | |

| | | |
|---|---|--|
| Excellent interpersonal skills with the ability to build and maintain good relationships with people from a diverse range of backgrounds and ages. | X | |
| Evidence of ability to maintain accurate and confidential system of records. | X | |
| Evidence of ability manage own workload, multitask, use initiative and to work in a flexible way, independently and as part of an established team. | X | |
| Good team player and willingness to help others, communicating timeframes and prioritising tasks for individuals in a collaborative way. | X | |
| Evidence of excellent written and oral communication skills that can be adapted to different audiences. | X | |
| Creative, caring, sensitive and skilled in their approach, particularly around bereavement. | X | |
| Ability to deal sensitively and diplomatically with people from all levels with a calm, professional and friendly attitude. | X | |
| To be committed to on-going professional development and training and to demonstrate this by attending appropriate courses. | X | |
| Self-motivated, resilient and ability to reflect on the personal impact of your work. | X | |