



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Fundraising Assistant
Contract type	Permanent
Grade/starting salary	Grade 3/£25,373-£27,164 p/a
Reporting to	Director of Fundraising

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the Role

Provide team administration support across the Fundraising team and to the Fundraising Director in the achievement of identified business critical priorities – mainly around supporting the team on core administration, business processes and data analysis. This will be for the ongoing work of the team and for key organisational projects. This role will enable better cross team communication and working and improve capacity to analyse and respond in a targeted way to themes/trends and strengthen the trajectory on supporter recruitment.

Key tasks and responsibilities

Team Information & Data Support

- Compile key fundraising information from various meetings and share across teams and organisation as appropriate to support shared learning
- Manage cross team updates and information on behalf of the Fundraising Director
- Compile and report on data including financial data as per the Fundraising team's needs and requests.
- Communicate the data reports in a meaningful way – including analysis where appropriate.
- Establish and maintain clear information management systems
- Deal with complex multiple suppliers and business process requests; this involves receiving and providing information both within AAUK and internationally as per the needs of the Fundraising team.
- Co-ordination and support of team and departmental meetings.

Relationship Building

- Day to day correspondence with key stakeholders and donors.
- Build relationships with suppliers, as required.
- Co-ordinate work between the Fundraising teams in the London and Chard, Somerset office locations.

Cross Organisational Working

- Be an active part of the Administrative ('A') team within AAUK, including internal communication responsibility for the Fundraising Department.
- Coordinate with the Executive Support Officers/SMT Director Personal Assistants as appropriate and within learning circles.
- Provide support on key organisational projects.

Support to the Director Fundraising

- Provide administrative support to the Director of Fundraising including support to key meetings; diary and travel management; support to HR processes

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Administrative experience including diary management; minute taking, correspondence and writing compelling internal communication	Fundraising and /or marketing experience in a similar or related role.
Experiences of establishing and managing systems and processes for information management, including hard and soft info management systems	Qualification in marketing and or financial data analysis
Experience of compiling complex data and financial information into performance reports	
Experience of using data for monitoring, analysis and reporting against plans and objectives	Experience of working for a not for profit organisation or an International NGO
	Experience of working within a fundraising or marketing department
	Experience of planning and budget management
	Experience of working with demanding suppliers on a national and international scale
Skills and Abilities	
Excellent interpersonal, influencing, relationship-building and interpersonal skills	Good project management skills
Excellent verbal and written communication skills	
Excellent organisational & numerical skills as	

well as attention to detail	
Adept in MS Office – particularly a high level of excel with use of a variety of databases	
Ability to organise high demand schedules and internal/external resources	
Ability to work independently to react to opportunities or problems as they arise	
Ability to act with a high sense of urgency and work to deadlines, under pressure, and on own initiative	