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| **JOB TITLE** | **Reports to** | **Location** |
| **Community and Events Assistant** | **Corporate Partnerships and Community Development Manager** | Social Bite, 1 Leith Walk, Edinburgh, EH6 8LN. Flexibility with remote working. Will entail travel across the Central Belt of Scotland, and occasionally Dundee and Abderdeen. |

| **WHAT IS THE PURPOSE OF THE ROLE?** |
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| To assist with the delivery of Social Bite’s campaigns and events, and activity led by supporters in the community. This involves a wide-range of tasks which will vary day by day, from helping at on-site events to the distribution of marketing materials, and from taking minutes to building good relationships with local supporters. This role exists to help Social Bite maximise awareness, engagement and funds raised across a variety of sources including our ‘Festival of Kindness’ Christmas campaign and city-centre ‘Trees of Kindness’, and year-round through support from schools and universities, local groups and businesses, community champions, participants in challenge events and more. |

| **MAIN RESPONSIBILITIES**  |
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| **General Fundraising*** Assist with the raising funds from a range of community fundraising sources – e.g. attending an event, sending supporting materials, writing emails or letters of thanks
* Responding to and fulfilling incoming requests from small local businesses, schools, groups and so on, including providing information, answering questions, sign-posting to resources etc.
* Attend fundraising and engagement events as required
* Communicate effectively with a wide range of audiences verbally, in writing and face to face
* Develop good relationships with all supporters you’re in contact with to make them feel valued for their efforts and ensure excellent supporter care
* Potential development opportunity to represent Social Bite by giving talks to local schools and groups, if desired.

**Festival of Kindness campaign*** Organise, produce and distribute boxes filled with production and welfare materials / equipment for the four Tree of Kindness sites in Scotland (arranging postage for anything that needs to be sent down to the site in London)
* Planning the presence of Tap2Donate machines at all five sites, including distributing them and arranging their return post-event, and liaising with the provider to resolve any tech issues
* Arranging for the printing / production and distribution of site signage, assets and props
* Produce and distribute staff and volunteer accreditation for all sites
* Carry out spot-checks at the four Scotland sites throughout the campaign and provide feedback on what is going well, what needs to be improved etc.
* Check in with staff and volunteers at the four Scotland sites, making sure they have everything they need, reporting back any feedback they have for us, relaying important information to them.
* Work with our Volunteer Co-ordinator to assist with supporting site volunteers
* Procurement of items from our wish list in line with campaign objectives
* To manage our Health & Safety document tracker and chase any outstanding paperwork from contractors or suppliers
* To attend three of the sites during their builds (which could take place at night or on a weekend) to assist with signage and production assets and help to remotely programme the lights on the Christmas trees

**Administration*** Take notes and circulate minutes from meetings
* Feed into expenditure tracking documents to ensure we stay on budget
* Where relevant, keep accurate records on our database
* Where relevant, work with supporter fundraising platforms such as JustGiving
* Respond to enquiries in a timely manner

**Miscellaneous*** Provide support for other aspects of fundraising and marketing as required at busy times of the year
* Carry out any other duties as required within the general remit of the post
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| **KEY CHALLENGES**  |
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| * Juggling a wide variety of tasks and responsibilities across a range of geographies and areas – opportunity to learn about different areas of fundraising in a tangible and rewarding way.
* Joining a busy team who manage large workloads in a sometimes fast-paced environment – opportunity to be resourceful and add value as a team-player in delivering exciting campaigns, projects and events.
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| **KNOWLEDGE, EXPERIENCE, SKILLS AND QUALIFICATIONS** |
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| **Essential** * Ability to travel to external engagement events across Scotland’s Central Belt, Dundee and Aberdeen
* Ability to provide excellent supporter care
* Good verbal and written communication skills
* Excellent time & priority management and organisational skills
* Good attention to detail
* Competent in working with Microsoft packages, including but not limited to: Excel, Word and PowerPoint

**Desirable*** Ability to drive and access to a car, for ease of travel to Tree of Kindness sites in Edinburgh, Glasgow, Dundee and Aberdeen with equipment, signage and/or event materials
* Understanding and awareness of the key issues affecting fundraising and the charity sector including GDPR and the Code of Fundraising Practice
* Experience of fundraising
* Experience of using a database to manage supporter relationships
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| **PESONAL ATTRIBUTES**  |
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| * Ability to use your initiative to be proactive and problem-solve
* A good team-player, willing to get stuck in and be hands-on
* A can-do attitude with ability to respond to setbacks positively
* Flexible and solution-focused
* Commitment to Social Bite’s vision, mission and values – especially a passion for the cause of ending homelessness and transforming the lives of people experiencing homelessness
* Ability to represent the work of Social Bite to the public with commitment and integrity
* To help promote an effective, positive and constructive team culture, where the work of others is valued and respected
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| **RELATIONSHIPS – Internal & External** |
| **Internal** Corporate Partnerships and Community Development ManagerSenior Events Exec – Fundraising and ChallengesEvents SpecialistVolunteer CoordinatorThe wider Fundraising and Marcomms teamExecutive Director and Co-FounderSocial Impact TeamShop Managers and staffFinance Team**External**Community supporters and groupsThird Party Event organisers |