**Job Description – Fundraising Assistant**

**LOCATION:** FYF Charity Hub, 25 St James’ Street, Paisley, PA3 2HQ  
**HOURS:**  21 per week, over a minimum of 3 days, to include a Tuesday.

Can be spread over 5 days if preferred.

**WORK LOCATION:** Paisley office, with flexibility to work from home on occasion.  
**CONTRACT:** Part-time, permanent  
**SALARY:** £12.60/hour

**About Us**

Finding Your Feet is Scotland’s leading amputee charity. We support families affected by amputation or limb absence with activities, services and support to benefit fitness, mental health and personal growth. Our goal is to be on hand with some form of support for every amputee in Scotland. The first step towards doing this is to connect people and make them smile, which we’re pretty good at! We believe that forming relationships with peers or being part of a group is one of the most powerful ways to reduce isolation, which has been proven to be a contributing factor to life expectancy in the amputee community. Whether an amputee needs vital counselling or wants to sail the seven seas, FYF is the place to be.

You would expect this, but we actually do mean it - Finding Your Feet is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran or even Clingon status.

**Purpose Of The Job**

We are looking for an organised, thorough and confident ‘people person’ to help us raise vital funds and awareness to continue our life-changing work.  As Fundraising Assistant you will be a key member of the fundraising team, using your strong admin background to help all areas of our fundraising thrive, but also with the opportunity to make this post your own as your skills and experience develop. You will support all areas of fundraising including individual giving, community, corporate and events, and most importantly help to build meaningful and effective relationships with our supporters and donors.

Working closely with the Fundraising Manager, Fundraising Assistant and alongside our Marketing and Well-being teams, you will see the direct impact of your efforts within our friendly and fast-paced environment, making a real difference in the lives of amputees and their families.

**What You’ll Be Doing**

* **Administration:** Maintain accurate and up-to-date fundraising records using our supporter database (Beacon CRM system) and spreadsheets, track donations, and support the management of online fundraising platforms (e.g. JustGiving, Facebook Fundraisers etc).
* **Provide a first-class donor experience:** Be the first point of contact, responding to queries in a timely, efficient and accurate way. Write compelling and personalised thank-you letters, emails and other donor communications in order to develop positive, long-lasting relationships with individuals and organisations. Be happy to pick up the phone to speak to supporters and suppliers.
* **Events:** Help to research potential event ideas sponsors and donors. Assist in the planning, promotion, and delivery of events, supporting logistics and acting as an ambassador for the charity when required (please note, events may be out of usual working hours, and may at times involve lifting and manual handling)
* **Campaigns:** Help to plan and initiate new fundraising ideas and campaigns to generate income at key points throughout the year
* **Be an outstanding advocate for Finding Your Feet:** Gain and maintain in-depth knowledge and understanding of the charity’s work, priorities and future plans, and work at all times in line with our core values
* **Be a great team player:** Support the wider work of the fundraising team, collaborate with the Marketing team to promote fundraising through social media, email and newsletters etc, attend and contribute to team meetings and planning days, support the wider team as necessary undertaking any other duties as may be reasonably expected.

**Skills and Experience We’re Looking For**

* Enthusiastic and proactive, happy to chat to people and build relationships, with great written and verbal communication
* A background in an administrative role is strongly preferred, with excellent attention to detail, organisation skills and the ability to work on multiple projects simultaneously
* Confidence using Microsoft Office (Word, Excel, Outlook), and ideally familiarity with a CRM system such as Beacon, and project management tool Trello
* Happy to work both independently and as part of a team
* A passion for the charity’s mission and desire to make a positive impact in the lives of amputees
* Prior experience in the charity sector or in fundraising is not essential, but the willingness to get involved and give it a go, is!

**What You’ll Love About Us**

* **Benefits:** 28 days holidays (pro rata) including public holidays, pension, medical cash-back scheme. Although most staff are in it for the abundance of snacks and home-made cake
* **Impact:** Work with some truly inspirational people and see the tangible difference of your work on the lives of amputees in Scotland
* **Growth Potential**: As part of a small, dynamic team your ability to demonstrate your organisational flair, to develop in the role, and your influence on our growth and operations is substantial
* **Fun Team Environment**: We believe in working hard and supporting you well, but with a relaxed, fun and informal approach for both our amputees and within our team
* **Flexible Working**: We champion a healthy work/life balance with options for remote working and flexible schedules
* **Professional Development**: We invest in your growth through training and support further education.

The formal blurb: this job description is a guide to the level and range of responsibilities which the postholder will be expected to undertake. The list is not exhaustive and is subject to review/change to meet evolving circumstances and demands of the charity. It does not form part of the contract of employment.