

Role Descriptions and Person Specification – Fundraising Assistant

Hours: 6 hours per week but flexible

Location: Bishop's Stortford or Hertford but very flexible

Report to: Chief Executive

Context of role: Citizens Advice East Herts covers a wide geographical area and sees a large number of clients (5000 last year). Its workforce is mainly volunteer staff but it also employs some paid part time staff. We have also a significant number of partners, funders and supporters. Over three quarters of our funding comes from local authorities and our fundraising strategy sets our direction for diversifying our funding including donations, trust funds, corporate support and local grants. Funding bids range in size - from small local community initiatives to and larger national applications.

Ideally the Fundraising Assistant will volunteer in one of our offices for 6 hours per week but this can be very flexible. We would consider volunteering from home, term time only or in university holidays. If you are at all interested just get in touch for a chat.

Role purpose: This role will support the Chief Executive in fundraising and diversifying income.

Role description

Duties and responsibilities include:

- Look for suitable local community and national funding opportunities.
- Carry out any necessary research required for a funding bid.
- Work with the Chief Executive in writing funding applications.
- Publicise and promote the work of Citizens Advice East Herts externally to partners, funders, supporters and local residents using our website, social media (training provided) and by attending local events.
- Maintain a database of funding opportunities and applications.

Personal Skills and Qualities

- Understanding of, and commitment to, the aims and principles of Citizens Advice and its equality and diversity policies.
- Excellent verbal and written communication skills.
- Experience of previous fundraising work desirable but not essential.
- Good IT skills, with experience of using social media desirable.
- Ability to be self-motivated but also to work as part of a team.
- Friendly and approachable.
- Able to communicate with people at all levels.
- Ability to manage time effectively.

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