



Role Profile

Title:

Fundraising Administrator

Salary:

£10.05 per hour

Hours of work:

12 hours per week – times to be discussed

Contract Duration:

On a temporary basis but may lead to permanent post

Responsible to:

Office Manager

Role Purpose

Wentworth Woodhouse is arguably the most challenging and exciting heritage restoration project of our generation. The Wentworth Woodhouse Preservation Trust is committed to raising significant sums to support its ambitious programme of development over the coming decade and campaigns and fundraising are key areas of expansion. We require a Fundraising Administrator to join this team and support the ambition.

You will be an experienced administrator, preferably with experience within a fundraising team. Your role will be to support the team with all aspects of fundraising and to co-ordinate our supporters and donors.

You will be very well organised and willing to support the team with fundraising ventures both on and off-site.

This is an exciting time to join the team at Wentworth Woodhouse, with huge potential for this role to grow with the business.

Role Duties:

Be first point of contact for all fundraising enquiries via phone, post and including management of the Campaigns email inbox

Fulfilment of orders received from the online fundraising product range

In conjunction with the Office Manager, ensure efficient management of all communication with fundraisers and donors

Using Salesforce maintain complete and orderly records of all donors and supporters



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Co-ordinate the Friends of Wentworth Woodhouse Scheme and ensure subscribers receive all of the key features outlined within it

Support the fundraising team with events on the day

Support the fundraising team with any ad-hoc administration tasks

Communicate with members of the public visiting Wentworth Woodhouse at our Fundraising stand.

To undertake any other duties commensurate with the position.

You need to:

- Good organisational and time management skills
- Have excellent communication skills, both written and verbal
- Be a people person with the ability to show respect, empathy and care
- Have proficient computer skills to enable you to support the team
- Show willingness to learn new skills



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Person Specification

Please see the criteria expected of the role below. For your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	<p>Experience of working in a busy, fast moving environment</p> <p>A dynamic team player with a flexible approach</p> <p>You will be a great planner, able to manage multiple projects at once with a close attention to detail.</p> <p>Experience of working within a fundraising environment</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
JOB RELATED SKILLS	<p>Excellent communication skills, both in word and conversation. Able to communicate a cause passionately to a broad range of audiences.</p> <p>Ability to develop strong and effective working relationships, operating supportively and collaboratively with colleagues.</p> <p>A keen attention to detail</p> <p>Experience of or willingness to learn Salesforce</p> <p>Excellent IT skills in particular with using Microsoft Office applications</p> <p>The ability to interrogate data and present to others</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
PERSONAL ATTRIBUTES	<p>Have a smart appearance and confidence when working with others</p> <p>Ability to work well under pressure, and remain calm in a busy environment and to prioritise your workload.</p> <p>A flexible and positive approach</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
WORK CIRCUMSTANCE	<p>Able to work flexible hours, including evenings, weekends and Bank Holidays at times.</p> <p>Awareness of the implications of social media in a workplace</p>	<p>Essential</p> <p>Essential</p>

Name:.....

Name (Manager):.....

Signed:.....

Signed:.....