

# JOB DESCRIPTION



## Challenge Events Fundraising Assistant

### 1. JOB DETAILS

**Job Title:** Challenge Events Fundraising Assistant  
**Department:** Fundraising  
**Location:** Head Office  
**Band:** 4  
**Status:** Permanent  
**Hours:** 37.5 per week  
**Reporting to:** Head of Challenge & Community  
**Line managing:** N/A

### 2. OVERALL PURPOSE

This is a varied roll, you'll be involved in every part of our wide range of challenge events from identifying and exploring new fundraising events and current trends, to the conception, delivery and stewardship of our participants journeys.

You'll be working closely with a number of teams to help maximise participation and income whilst ensuring we give our supporters the best experience possible when taking part in any event for Combat Stress. Excellent time management, prioritisation, multi-tasking and communication skills are vital.

We are looking for a passionate, ambitious self-starter who thinks on their feet, doesn't have to wait to be told what to do and is happy to muck in and help out wherever needed.

You will be working in a fast paced environment which is fun and rewarding. You'll need to be able to prioritise a sometimes demanding and shifting workload, work well under pressure and have excellent written and communication skills and exceptional attention to detail especially when data processing.

You'll be supporting the Head of Challenge and Community and the challenge to help maximise event participation and income. Whilst you will work as part of a team but also you should be pro-active and able to work under your own initiative. You will ideally have some experience of recruiting, developing and motivating fundraisers.

### 3. KEY RESPONSIBILITIES

- To help the challenge team inspire, cultivate and recruit new and existing fundraisers to participate in our events portfolio and maximise their fundraising
- Liaise with fundraisers by phone, letter, face-to-face or by email and provide support and advice in regard to their activities.
- Making sure supporters' details are recorded on Raisers' Edge and GDPR compliant
- Assist with the administration, preparation and implementation of challenge events to include updating the events on the Combat Stress website.
- Assist with marketing, recruitment and organisation of all challenge events, and stewardship of challenge event participants on their supporter journey

- Respond to and co-ordinate requests for fundraising literature, merchandise and the distribution of promotional materials.
- To contribute to the smooth running of the Fundraising Department by active participation in shared administrative duties ie. post, phone rotas, meetings etc. (when we return to the office)
- Help manage our on-line fundraising platforms (eg Funraisin, Just Giving, Virgin Money Giving, PayPal Giving Fund and Facebook).
- Help with the co-ordination of suitable stories to use in Newsletters, on the Combat Stress website and social media.
- Accurate logging of communications on Raiser's Edge and ensuring fundraising stewardship strategy and GDPR guidelines are adhered to
- Assist on fundraising events where necessary
- Ensure that all fundraising conforms to industry best practice and legal requirements
- Represent Combat Stress at meetings, events and presentations outside normal office hours (evenings and weekends) as required
- Undertake any ad hoc duties of a compatible nature as may be required from time to time by the Head of Challenge & Community.

#### **4. RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

**Reviewed/created:**

**Next review date:**