



RSPCA Cotswolds, Gloucester & District Branch

## Cotswolds Dogs & Cats Home

A charity registered in England & Wales. Charity no. 207006

**Role profile:** Fundraising Assistant – permanent subject to six-month probationary period

**Hours:** 20 hours – flexible. **Salary:** £8.91 per hour

**Annual leave allowance:** 28 days including bank holidays (pro rata)

**Location:** The Cotswolds Dogs & Cats Home, Cambridge, Nr Dursley, Tetbury furniture shop and home working.

### Introduction

As a leading animal rescue charity in the Cotswolds we care for hundreds of abandoned, abused and neglected animals each year and find them incredible new families. We also support pets belonging to families with low incomes ensuring they have access to veterinary treatment and do not suffer because of cost.

The Cotswolds Dogs & Cats Home opened in September 2016, and as the profile of the charity has increased, we have gained more support from the local community. It is vital to the success of the fundraising function that we both engage and nurture our existing supporters as well as grow our supporter base. The Fundraising Assistant will be key to ensuring we provide a great experience for our supporters. We have a wonderful volunteer fundraising committee who organise a number of fundraising events and initiatives throughout the year and the postholder will be central to supporting this team who give their time freely to the charity.

The successful candidate will ideally have good experience and is confident working with databases, will be highly organised, they will be great communicators, must be able to work on their own initiative and will have huge amounts of energy, commitment and enthusiasm. A passion for animals is a must.

### Key Objectives & Responsibilities

This is an exciting stage in the charity's development and the Fundraising Assistant post will support the fundraising department in the effective and efficient delivery of its fundraising initiatives and activities. The postholder will provide administrative support across the key areas of events and community fundraising, corporate fundraising, trusts and foundations, and individual giving as well as general charity administration. The postholder will also provide administrative support to the Department Manager and Community Fundraiser and will undertake a wide range of tasks to achieve a proactive and successful fundraising function for the charity.

### General Administration

- Respond to enquiries by phone, email and post
- To ensure that the database is accurate and up to date to produce weekly reports
- To process incoming donations to the charity and send acknowledgement and thank you correspondence
- Carry out the day-to-day administration of the fundraising department
- To manage third party sponsorship websites, e.g. Virgin Money Giving, coding and recording income, thanking donors and liaising with the finance department to ensure the accuracy of data and reporting
- To accurately record and code all financial information on our database and produce weekly reports
- To provide administrative support of regular giving and sponsor a cat/dog
- To provide administrative support to other specific activities and events as directed
- To make updates to the website and social media as necessary
- To assist with the collation of material to include in our newsletters

- To send out fundraising support materials, ensuring stock levels are maintained
- To support the marketing of fundraising initiatives and activities
- To assist in the production of charity literature, PR and media stories and other promotional tools
- To book and schedule collections for our volunteers and occasionally attend collections
- Undertake wide-ranging prospect research, identifying both potential corporate and event opportunities
- Produce PDF newsletters, posters and promotional leaflets
- Ensure fundraising literature is distributed to our shops, added to adoption packs, updated on shop TV's and other appropriate outlets.
- Keep up-to-date with best practice in fundraising and comply with all relevant legislation and regulation and work within the organisation's policies and procedures

### **Fundraising and Events Assistance**

- To assist with organising a schedule of annual events such as Open Days, Raffles, Online Auction and Christmas Concert.
- To continually obtain prizes for raffles/tombolas and draws from local businesses
- To provide support with the delivery of events including preparing equipment and materials
- To prepare and book community events at key local events and festivals throughout the year
- Provide cover and support at community events including rotas for event volunteers

### **Other**

- To undertake other appropriate tasks as directed

### **Skills/Experience**

#### **Essential:-**

- Excellent verbal and written communication skills
- The ability to be proactive, seize and capitalise upon opportunities, react quickly and flexibly and translate these into an achievable plan of action
- A strong team player who is confident, reliable, creative self-motivated and target driven
- Excellent IT skills including use of Word and Excel.
- Excellent database management knowledge and skills. The new fundraising database is integral to the smooth running of all department functions.
- Personal sensitivity toward and empathy with the ethos of the Cotswolds Dogs & Cats Home
- Able to work outside of normal working hours and to be flexible to the role (this will include evenings and weekends)
- Willing and able to lift and carry boxes/items prior to and after events
- Current valid driving licence and use of a vehicle essential

#### **Desirable:-**

- Educated to degree level or equivalent (previous life/work experience will be considered)
- Experience of donor development and direct marketing techniques
- Some experience of event organisation
- Experience of Mailchimp and Wix or similar
- Able to demonstrate a logical and methodical approach and the ability to develop and implement processes and procedures
- Flexible and adaptable – able to work across the organisation as required during peaks of activity
- The ability to win people over, to inspire them about the work of the Cotswolds Dogs & Cats Home and motivate them to contribute time skills and financial resources

## **General information**

The charity is an equal opportunities employer and all employees are actively encouraged to contribute to the promotion of diversity.

All employees are required to act in accordance with their responsibilities under the Health & Safety at Work Act.

## **Data protection**

As part of your duties, you will be required to obtain process and use information held on a computer or word processor. You may not use or disclose data for any other purpose than that for which it was recorded. You must only disclose data to authorised persons or organisations as instructed.

## **Working at CDCH**

Please note that all offers of employment require:

References deemed satisfactory to the Home

Proof of eligibility to work in the UK.

All new employees to the charity will be subject to a six month probationary period.

We are unable to allow staff to bring their own dogs with them to work.

The post requires occasional working outside of normal office hours. Attendance may also be required at meetings which may be held in the evenings.

A full-clean driving licence is essential.

This role profile is not exhaustive and may be subject to change to meet the operational needs of the charity.

Salary – excellent competitive salary for an exceptional candidate.

No agencies please.

**Please send a covering letter, CV and completed application form by 5pm on Friday 5<sup>th</sup> February 2021 to [fundraising@cdch.org.uk](mailto:fundraising@cdch.org.uk)**

**Interviews will be week beginning 8<sup>th</sup> Feb.**

It you have not been contacted by 12<sup>th</sup> Feb, then unfortunately you have not been chosen for an interview for this current vacancy. Please do not let this stop you from applying for post in the future within CDCH.