



## JOB PROFILE

<b>JOB TITLE:</b>	Sports and Regional Fundraising Administrator
<b>SALARY:</b>	£18,000 - £23,000 (depending on experience)
<b>CONTRACT:</b>	Permanent Full Time
<b>LOCATION:</b>	London (Office based)
<b>REPORTING TO:</b>	Sports and Regional Fundraising Managers
<b>DIRECT REPORTS:</b>	No Direct Reports

### Main purpose of position

The purpose of this role is to support the Sports and Regional Fundraising teams on day to day administration, which include (but not limited to) dealing with enquiries, supporting fundraisers and assisting with larger projects within the team. This role requires an individual who is confident, articulate and well organised - someone who enjoys a challenge and has a methodical approach to their work. The role would ideally suit someone at the beginning of their career who is interested in Fundraising, particularly within the area of Community Fundraising and Sports Events.

### Our Vision

Our vision is of a world where no child dies of cancer.

Since we were inaugurated in 1988, we have been dedicated to fighting the injustice of cancer in children. We raise and invest money for vital specialist research to save the life of every child with cancer and keep their family together.

By liberating visionary researchers and accelerating breakthroughs we have helped to drive childhood cancer survival rates up from 63.7% in 1990 to a predicted 84%\* in 2017.

We also support families whose lives have been turned upside down by:

- helping to fund the building of free patient and family homes near hospitals around the UK;
- supporting charities offering financial assistance to families during treatment;
- giving children and families unforgettable days out – creating memories that can never be lost.

\* Survival rates are based on 5 year survival. The 84% figure for 2017 is an estimated figure by the Office of National Statistics, exact figures will be known in 2023

Children with Cancer UK (the Charity) is the leading national children's charity dedicated to the fight against childhood cancer. Our aims are to determine the causes, find cures, improve treatments and provide care for children with cancer.

### Key priorities and relationships

To work closely with Line Manager and Sports and Regional Fundraisers to deliver key campaigns and partnerships

To support the Regional Fundraisers

To support the Sports Events Fundraisers

To be the first point of contact for all enquiries from current supporters as well as prospective supporters

To project manage small community and sports campaigns, with support of line manager

To ensure all mailings are dispatched effectively on a daily basis

To ensure that supporters have all the support and training materials requested

To maintain awareness of campaign statistics in terms of enquirers, participants and income for specific projects

To inform team weekly of income across all campaigns

### **Duties and Key relationships**

Logging all information on supporters accurately on Raisers Edge and in line with current processes

Maintain an excellent relationship with individual supporters and all enquiries

Maintain current systems and processes with regards to online page coding and logging events

Maintain relationships with relevant suppliers and liaise with them when requested

Liaise with other teams within the charity, in particular the Comms Team with regards to social media

Monitor all stock and materials and ensuring adequate stocks are always held and available

Maintain a comprehensive and up to date filing system

Maintain up-to-date supporter data on Raisers Edge

Assist in keeping up-to date income and expenditure records where required

Assist with the registering of participants for all events where necessary and as defined by the Manager

Assist with the organisation of the team's presence on event days and attend as required

Help increase participant recruitment for regional sports events

Any other reasonable duties as directed by your Manager

The post requires a certain amount of evening and weekend work and the post holder is expected to attend events as and when required – events could be in London or over several days throughout the UK or abroad. All members of the Sports Events and Community Fundraising Team will be required to work over the London Marathon week and weekend. The charity operates a time off in lieu system to make this time up.

## Personal Specification

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> <li>• Articulate and literate to a high level</li> <li>• Good customer service skills and an ability to work with a variety of stakeholders, including fundraisers, committee members, celebrity supporters and Trustees</li> <li>• Excellent organisational skills</li> <li>• Ability to prioritise and multi-task</li> <li>• A keen eye for detail</li> <li>• Good team player</li> <li>• Ability to work under pressure and to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing with charity supporters</li> </ul>	
Qualifications, training and education	<ul style="list-style-type: none"> <li>• Degree or equivalent level of education</li> </ul>		
Experience	<ul style="list-style-type: none"> <li>• Experience of dealing with charity supporters</li> <li>• Knowledge of UK Mass Participation Community and Sports Events</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Raisers Edge</li> <li>• Knowledge of community fundraising</li> <li>• Experience of helping organise mass-participation events</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Enthusiastic, confident, sociable, resilient</li> <li>• A self-starter who can plan their own diary and seize the initiative</li> <li>• Creative and innovative</li> <li>• A proven interest in the charity sector and specifically working within events.</li> </ul>		

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder. To gain the knowledge and experience required, the post holder will be expected to remain in their current position following a successful probationary period for between 6-9 months.