



Job Description

Job Title: Fundraising & Social Media Assistant

Line Managed by: Operations Manager

Contracted Hours: 14 hours per week

You will bring with you the energy, expertise, creativity and drive to make your mark and grow the role.

Requirements

- Working knowledge of Microsoft Word, Excel and PowerPoint, Wordpress website management or similar tool, ability to host fundraising events via zoom or similar platform
- Previous Administration experience is required
- Excellent knowledge of social media outlets
- Drive and motivation to make a difference
- To work flexibly to the Project's needs
- Willingness to take ownership of the role and really make it your own

Desirable experience (not essential)

- Understanding of safeguarding children & GDPR
- Use of design tools such as Canva, Photoshop or similar

Benefits

- Competitive pay
- Flexible working hours to suit the right candidate
- Lovely rural location with free parking
- Working for a small charity that supports families and young people with additional needs and disabilities

Key Responsibilities

Administrative tasks

- Keep shared files & photo directory up to date and in line with GDPR guidelines
- Ensure website is kept up to date and relevant including uploading current policies
- Compile and send out regular/monthly Mailchimp updates to Let's Play Supporters
- Provide information to Trustees as required
- Provide relevant and specific information for OCC quarterly reports when required
- Maintain a shared calendar for all core staff
- Ensure branding of Let's Play is upheld and consistent across all platforms

Social Media and Fundraising

- Compile and establish online fundraising resources for supporters
- Compile and distribute social media content to promote Let's Play Project brand, activities and fundraising initiatives.
- Be responsible for supporter engagement via social media and fielding enquiries to relevant Core Team Member.
- Identify funding gaps and work together with the Operations Manager & Finance Assistant to highlight potential sources of funding. Formulate effective bids and funding applications in conjunction with the OM and update the funding bids accordingly when required
- Feedback to funders on activities or items they have supported via detailed report and pictures if appropriate
- In conjunction with the OM, be the first point of contact for funding campaigns and Public Relations
- In conjunction with the OM, work on an annual Calendar of Community Fundraising Events preparing literature and Social Media Management including overall delivery and management of online events
- Input to Fundraising Strategy
- Assist in maintaining the Fundraising Database
- Plan innovative and engaging fundraising initiatives

Networking

- In partnership with the rest of the Core Team, represent and promote the work of Let's Play to other organisations.
- Develop and maintain good working relationships with all partners & supporters of Let's Play.

Professional Development

- Engage with your line manager in review meetings and input into target setting to ensure that you are happy with your personal development plan. Whilst self-evaluating your work and processes.
- In conjunction with your line manager investigate, source and engage in training and development opportunities
- Maintain a professional working relationship with all team members whilst constructively raising issues if they arise.
- Liaise with the Board of Trustees and provide honest and open feedback when requested