



East End Park
Halbeath Rd, Dunfermline KY12 7RB
01383 745901
enquiries@parsfoundation.co.uk
www.parsfoundation.co.uk

Job Description

1 MAIN PURPOSE OF JOB:

Be the first point of contact for fundraising enquiries ensuring excellent customer service.

Seek out sources of funding and work with others to assess opportunities and application strategies.

Prepare applications and maintain information on funding opportunities.

Assist with events and support individuals participating in fundraising challenges.

To provide general administration and support to the Foundation team.

Job Title: Fundraiser and Administration Assistant

Pay Rate: £11.00/hr

Hours: 80 per month, flexible working

Location: Dunfermline and opportunity to work from home

Manager: Foundation Manager

Direct Reports: None



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2 POSITION IN ORGANISATION:

The post holder will report to the Foundation Manager, and also

work closely with the Assistant Manager, Trustees and coaching staff. There will be regular communication with external interested parties and parents of children coached by the Foundation.

3 SCOPE OF JOB:

The post holder will work using their own initiative to seek out funding opportunities relevant to the Foundation. This will require research, contact building and communicating with a wide variety of people.

4 QUALIFICATIONS & SKILLS LEVEL:

Person Specification

First class communicator, self motivated with desire to achieve.

Qualifications

No specific qualifications are required.

Experience

Previous work experience in a similar role or in a sales or customer facing position is required.

Knowledge and Skills

Knowledge of the charity sector would be beneficial, along with existing contacts either locally or within Scotland. Skills will include high quality written and oral communication, strong administration skills including working knowledge of Microsoft products. Experience of operating social media and writing web content would be desirable.

General Attributes

Ability to prioritise and manage time. Able to work to deadlines and react to opportunities. Highly trustworthy.



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5 MAIN DUTIES & KEY RESPONSIBILITIES:

- Initiate contact with potential sources of funds and develop a database of funding sources.
- Seek out funding opportunities and work with others to prepare viable proposals and responses.
- Follow up on opportunities and maximise the profile and awareness of the Foundation.
- First point of contact for all fundraising enquiries (via post, email, website etc) and providing excellent supporter and customer care.
- Updating content on social media and website.
- Providing general administrative support to the Manager and the rest of the team.

Working Hours

A mutually flexible approach to this position is required. The Foundation would consider various working scenarios, which could include term time working, working from home, and other work patterns.

In return we would expect the individual to be willing to work additional hours at peak times, or when deadlines need to be met. This may include some evening and weekend working.

We expect the post will require 80 hours per month, on average.