



EAST ANGLIAN AIR AMBULANCE

JOB DESCRIPTION

JOB TITLE	DEPUTY FUNDRAISING CO-ORDINATOR – SOUTH NORFOLK
REPORTS TO	AREA FUNDRAISING MANAGER – SOUTH NORFOLK
SALARY	£16,000 per annum
WORKING FROM	Unit 5B, Alkmaar Way, Norwich International Business Park, Norwich NR6 6BF (but this is subject to change)
WORKING HOURS	37.5 (flexible according to contract terms)
SPECIAL CONDITIONS	Evening, weekend and Bank Holiday work will be required. At some events, it will be necessary to take and erect a marquee, which can be heavy. The successful applicant will need to have their own vehicle and a clean driving licence. A mobile phone will be provided.

Main job purpose

To assist the Area Fundraising Manager with all fundraising activities in South Norfolk, which will include managing and recruiting volunteers, attending events and cheque presentations, giving talks and help with collection boxes.

Main duties and responsibilities

1. With the Area Fundraising Manager to undertake the recruitment and management of volunteers in South Norfolk and to assist with the management of existing volunteers.
2. To bank all monies collected and keep proper records on the charity's database system, Raiser's Edge. To inform the Area Fundraising Manager on a weekly basis of the amounts raised and banked.
3. To undertake all necessary administrative duties identified by the Area Fundraising Manager to assist the work of the Charity.
4. To attend and contribute to regular meetings with Area Fundraising Manager.
5. To work in liaison with the Area Fundraising Manager on developing and implementing new fundraising initiatives.

6. To liaise with the Area Fundraising Manager to attend events and cheque presentations and to give talks throughout the area. This will involve evening, weekend and Bank Holiday work.
7. To assist in all aspects of collection boxes throughout the area.
8. To deputise for the Area Fundraising Manager at such events as may be identified from time to time and in particular to deputise at times of annual leave and notified sickness.
9. To undertake other duties which may reasonably be required on occasions to assist the work of the charity.
10. To comply with any and all legal requirements governing fundraising activity as directed by the Director of Fundraising and Marketing.
11. To act in accordance with all the charity's policies and procedures.
12. To observe all Health & Safety rules and to take reasonable care to promote health and safety at work for all employees.

Person Specification

<u>Essential</u>	<u>Desirable</u>
Education	
Experience Proven record of presenting to varied groups of people.	Towing a trailer – the charity has a trailer which is used at some events.
Skills Good organisational skills. Confident to work with minimal supervision. High standard of written and oral English and numeracy. High standard of IT skills, including Excel, PowerPoint, Word. Good Time Management.	
Knowledge Record of working with and managing volunteers. Fundraising experience – particularly at community level. Proven track record of accurately recording and dealing with money.	

<p>Disposition</p> <p>Team working skills and ability to motivate others. Resilience, energy and drive – the ability to work under pressure. Good communication skills internally and externally. Diplomacy. Creative - with the ability to identify and develop new fundraising initiatives</p>	
<p>Other Qualities</p> <p>Current driving licence. Flexible regarding hours as weekend, evening and Bank Holiday work will be required. Must be fit – attending events will require a marquee to be taken and erected, which can be heavy. There will also be a high degree of lifting and carrying of merchandise, literature, etc to pitches, offices, etc.</p>	<p>Previous experience in major fundraising initiatives A strong networker</p>