**Job Spec**

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| Job Title | Fundraising Assistant |
| Employer | London LGBT+ Community Pride CIC |
| Location | London |
| Salary | £10.55 per hour |
| Employment type | Temporary Employee |
| Hours of work | Hours will vary, approx. 40 per week but may vary |
| Responsible for | No direct reports |
| Reporting to | Head of Fundraising |
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**Purpose**

**Personal specification, minimum qualifications and expertise**

***Qualifications and expertise needed to be effective in the role:***

* Strong written language skills and basic mathmatics
* A trustworthy, reliable individual
* A good knowledge of Pride in London, both internal organisation and public facing events
* A positive, can do attitude
* Good problem solving skills
* Ability to multitask
* A degree of flexibility
* Excellent customer service
* Strong organisational skills

**Key outputs and deliverables**

***The main areas of responsibility broken down into a list of the main tasks:***

* Attending fundraising events as required
* Procuring and organising fundraising volunteers for events
* Cash handling and banking following events
* Management of collection tins
* Ensuring Pride Partner activation
* Supporting the Shop Manager as required
* Facilitating fundraising events to be held in the pop up shop
* Support with the Gala Dinner
* Coordinate fundraising on the day of Pride with the Senior Fundraising Manager
* Attend fundraiser training to support on the day volunteers

**Employment details**

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| ***List the details of employment for this job:***   * Contract term: 24th June - 9th July * Working hours: 40 hours per week (flexible hours and some weekend working). |



**Other details**

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| ***List any other relevant details:***   * Please apply sending a CV and cover letter to recruitment@prideinlondon.org * The closing date for applications is 10th June 2019 (midday) |