Aberdeen FC Community Trust
Job Description

Name:	
Job Title:	Fundraising and Administration Assistant
Line Manager:	Executive Assistant
Line Manager for:	N/A
Date Started:	

Overall Purpose of Job:

This role will provide fundraising and general administrative support to Aberdeen FC Community Trust.

The post holder will provide excellent administrative support to the AFCCT Team, be the initial point of contact within the Trust handling all internal and external enquiries.

The post holder will provide essential day to day support to the Executive Assistant and Community & Events Fundraiser, which will include attending events and working occasional match days.

Main Responsibilities/Description of Duties:

- Proactively perform consistent and accurate administration to the team
- Monitor several mailboxes on a daily basis, responding and actioning as required.
- To record and respond to fundraising enquiries and requests in a prompt, efficient manner within agreed timescales.
- Provide administration support for all fundraising activities, events and challenges.
- Creating, managing and monitoring online fundraising pages including reporting.
- Assist with the stewardship of Third Party Fundraisers
- Represent AFCCT at fundraising events and external events, including occasional evening and weekend matchdays
- Monitor and respond to all Charity requests, issuing signed merchandise/voucher to successful applications.
- Assist with the maintenance and recording of CRM input
- Stock control and ordering merchandise/stationery/staff kit
- Logging of donations and issuing acknowledgements
- Undertake Reception duties (at times out with usual working hours)
- Organise and attend player kit signing sessions
- Managing and creating Microsoft Forms – charity requests, kit sizes, mascot appearances, feedback forms.
- Perform any other administrative tasks that will ensure the team can work efficiently.

Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and responsibilities may change within reason at any time with or without notice to suit the needs of the Club.

Person Specification: Experience/Qualifications/Training/Personal Qualities	
Essential: • Excellent administrative and time management skills • Good interactive/people skills • Excellent communication skills, verbally and written • Excellent Computer skills(Advanced level MS Word/Excel/Outlook/PowerPoint) • Highly motivated and able to work under own initiative when required • Experience of working with confidential information • Strong planning and organisational skills • Ability to build strong working relationships • Enthusiastic and positive attitude, flexible and adaptable approach • Experience of working in a fundraising department or in the third sector • Experience of Beacon or other CRM systems	**Desirable:** • Financial administration and accurate numeracy skills • Experience of using a financial system (preferably Xero) • Cash Handling • Full driving licence held
Signed by Employee:	**Signed by Line Manager:**
Date:	**Date:**