

**Job Description:** Fundraising and Projects Assistant

## Salary: £20,378 pro-rata (£10.45 per hour)

## Conditions: 21 days holiday + bank holidays (both pro-rata per year)

## Hours of Work: 30 hours per week (0.8 fte) – to include Tuesday-Thursdays.

## Reports to: Project Coordinator Supervises: Volunteers

## Place of work: Northfield Ecocentre, 53 Church Rd, Northfield.

**Main purpose of the job:**

The aim of the role is to help manage and fundraise for our community projects and to provide project support for a range of our sustainability projects. This will involve research, monitoring and engagement both online and offline on a range of sustainability related topics.

1. **Fundraising and income generation activities:** assist with our fundraising applications and activities primarily through small trusts and foundations and digital fundraising campaigns.
2. **Increase skills base in our community:** Assist in managing community and city-wide projects on different aspects of sustainable living and to engage and develop a network of community organisations to share ideas & skills.
3. **Assist with the running of events:**Develop marketing and resources as needed.
4. **Assist the project co-ordinators in monitoring involvement with the projects:** Record monitoring data and feedback for those attending events, groups and workshops.

## Any special conditions:

This post may occasionally require flexibility to work unsociable hours at weekends and evenings and will be subject to a DBS check.

We do not accept CVs. Please return your completed application form by **5pm Monday 13 September 2021** to info@ecobirmingham.com (preferred) or by post to 53 Church Rd, Northfield, Birmingham. B31 2LB

Interviews will be held on 22 or 23 September 2021.

**Person Specification**

|  |  |
| --- | --- |
| **Qualifications** |  |
| Relevant experience or related qualification | Desirable |
| **Skills and Abilities** |  |
| Good organisational and planning skills | Essential |
| Excellent interpersonal and communication skills (verbal and written) | Essential |
| To prioritise workloads, meet deadlines and work independently with attention to detail | Essential |
| To work as a member of a team, delegate and motivate | Essential |
| To use a range of IT products such as Microsoft Office, CRM system, Wordpress, social media channels | Essential |
| Research tasks  | Essential |
| To give and receive constructive feedback | Essential |
| To assist writing, editing and producing marketing copy for events and blogs and materials on environmental education and sustainability topics | Desirable |
| **Experience and Knowledge** |  |
| Fundraising and income generation | Essential |
| Engaging communities in local projects  | Essential |
| Working with people of all ages, backgrounds and abilities  | Desirable |
| Working with, supporting and managing volunteers | Desirable |
| Sustainable living | Desirable |
| **Other requirements** |  |
| Ability to demonstrate an understanding of and commitment to our values and sustainable living | Essential |
| Commitment to promoting equal opportunities and diversity in the workplace | Essential |
| Flexibility with time and working hours | Essential |