



Job Description for Scotland and North West Fundraising Administrator

Job Title	Fundraising Administrator
Reporting to	Fundraising Manager
Salary	£14,137.20 (FTE £23,562)
Location	Scotland Head office, Suite 2, Stuart House, Eskmills Park, Musselburgh EH21 7PB
Hours	21 hours per week – to be discussed at interview
Benefits	Free parking, 25 days annual leave plus Bank Holidays and 3 days at Christmas (holiday allowance allocated on a pro-rata basis for part time staff), Company Pension, Welfare package

Charity Overview:

When You Wish Upon a Star has a simple mission, to grant the Wishes of children aged 4 – 17 years old living with a life-threatening illness. The charity was founded in Nottingham by Barbara White CIOF OBE who was so inspired by a seriously ill four-year-old with a dream to meet Mickey Mouse that she wanted to bring smiles to the faces of many more brave and courageous children across the UK.

Our Wish granting work has the power to transform the lives of many children and their families, from a laptop to keep in touch with friends and family, meeting a popstar or sporting hero to a day visiting the famous Red Arrows team with your support we can continue to make magic and memories for those who need it most.

As an independent charity without government funding, we depend entirely on generating donations and partnerships with individuals, organisations, and corporate partners. This role is key to supporting the Regional Fundraisers to maximize efficiencies, team work and capitalize on fundraising opportunities.

Job Purpose

- Work along side our Scottish and North West Regional Fundraisers to generate annual sustainable income and support the continued success of the charity.
- Helping the Regional fundraisers in their day to day tasks to help give outstanding supporter journey and generate income to support our core mission of granting wishes.
- Being an integral member of the team, the fundraising administrator will be the first point of contact for supporters, answering calls and enquiries as they come through and passing them to the fundraisers and wider team.

Main duties & responsibilities

- Ensuring our supporters and stakeholder are at the heart of all fundraising activities by supporting with new fundraising opportunities, working under instruction with our Regional Fundraisers and the Fundraising Manager.
- Answering calls and enquiries, distributing to the relevant team member.
- Creating and maintaining supporter profiles on the database with allocated resources, ad hoc updates and cataloguing and thanking donations received.
- Engaging and supporting stakeholders and volunteers for events.
- Keeping up to date with distributing and assigning online fundraising giving pages and registrations.
- Banking of donations, monetary and donated gifts as directed.
- Update and maintain Charity website information, working alongside the regional fundraisers and marketing lead.
- Travel to pick up or drop off fundraising material to local supporters and occasional travel to head office in Nottingham or for remote regional team meetings.
- Promote the work of When You Wish Upon a Star at every opportunity.
- Work as a team member of the organisation, sharing information and best practice openly and productively.
- An awareness of Charity Law and General Data Protection Regulation (GDPR) and Institute of Fundraising Codes of Good Practice and Chairty Commission is desirable.

Flexibility:

Working hours and days are flexible and can be discussed at interview.

The job description is a general outline of the job duties and responsibilities and may be amended as When You Wish Upon a Star develops and the role grows. The post holder may be required to undertake other duties as may be reasonably required from time to time; such as working outside of standard office hours when required, to support charity events, projects and programmes.

Core Values:

We ask our staff team to share our core values (supportive, accountable, trusted and respected) and to have the skills and patience to support children living with a life threatening or terminal illness and their families.

About you:

You will have excellent administration skills and be able to multitask and have ability to prioritise. Training will be provided on database and website systems although you should have a basic level of computer skills. Empathy and compassion are vital given the sensitive nature and circumstances of the work we do.

Please send your CV and 1 page cover letter demonstrating how your skills are transferable to this role, to HR@whenyouwish.org.uk Application will close at midnight on 5th January and you will be contacted by 7th January for next steps.