



Sussex MS Centre

Job Description and Person Specification

Job Title: Operations and Community Fundraiser

Reporting to: Centre Manager

Location: Sussex MS Centre, Southwick Recreation Ground, Croft Avenue, Southwick, West Sussex, BN42 4AB

Purpose of Job:

To work with the Centre Manager to ensure that the Centre is fit for purpose, providing a welcoming, safe and comfortable environment for our members. To work with the staff, members and volunteers to develop and organise a varied programme of fundraising events. To cover core activities when the Centre Manager is absent.

Key Duties:

Central tasks are outlined here but the Centre is small so the role is very hands-on and would suit a person prepared to be adaptable and help with all tasks.

Centre and Users

- To open the Centre daily at 8.30am preparing it for the day
- To welcome members and visitors to the Centre, providing assistance when required.
- To act as one of the Centre's first aiders and fire marshals (training will be given)
- To operate the Oxygen Chamber as and when cover is required (training will be given)

Administration and Operational

- To manage reception, overseeing the booking system, and ensuring that a friendly and efficient service is provided at all times.
- To deal professionally with enquiries, supplying appropriate information.
- To maintain and update records and databases, carrying out all associated filing.
- To work with staff to keep the Centre's website and social media accounts up-to-date (abiding by our social media policy)
- To assist with communication externally to members by email
- To assist in production of the Belle newsletter (1-3 times per year)
- To keep records of Health and Safety testing (training will be given)
- To oversee the running of the kitchen and equipping of therapy rooms

Volunteers

- To organise the volunteer rota.
- To assist in the recruitment, induction and training of volunteers.
- To support the Centre's team of volunteers, as directed by the Centre Manager.
- To work co-operatively with and provide support to the Social Committee in planning and organising social activities.

Finance

- To check and maintain stocks purchasing cleaning materials, stationery, goods for resale, catering supplies.
- Cashing up weekly and reconciling card payments.
- Pulling reports weekly from fundraising platform and reconciling payments.
- To assist in handling payments in and out.

Operations and Community Fundraising will have specific responsibility for:

- Working with staff, volunteers and members to develop a programme of fundraising events
- Overseeing the organisation of fundraising events (paying due regard to Health and Safety) and recruiting and co-ordinating teams of volunteers where required.
- Promoting events through a variety of methods including print, advertising and social media.
- Attending fundraising events to ensure their smooth running on the day.
- Liaising and maintaining good working relationships with outside agencies regarding events.
- Undertaking all duties in accordance with Centre policies
- Supporting members' individual fundraising activities.
- Keeping records and producing fundraising reports.

This post does not offer a remote working option and is based on site in Southwick.

This job description is issued as a guideline to assist you in your duties. It is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description

Conditions

Hours: 37.5 hours per week 8.30am – 4.30pm

Salary: £22,000 - £26,000

Holiday entitlement:

25 days per annum plus statutory bank holidays.

Probation period:

This post will be subject to a three-month probation period

Unsocial hours:

Whilst hours will normally be Monday to Friday, weekend or evening work will also be required on occasion for running/attending events and activities.

Lone working will be required on occasions.

Time off in lieu:

Payment of overtime for additional hours worked is not normally made, instead you will be eligible for time off in lieu (TOIL). TOIL is subject to approval and is only accrued via out of hours activity. In exceptional circumstances, and with prior approval by the Board, overtime may be payable.

DBS:

This post involves close working with vulnerable adults and children and an enhanced DBS check will be required. A criminal record will not necessarily be a bar to employment.

PERSON SPECIFICATION**Skills, Experience and Personal Attributes*****Essential***

- A friendly positive 'can-do' attitude and commitment to team working
- Able to work on own initiative as well as part of a team
- Ability to prioritise work and deal with competing or conflicting demands/needs and interests in an organised and methodical manner
- Strong inter-personal skills with approachable, outgoing personality, patient, able to value and support others
- Ability to communicate sensitively and effectively both verbally and in writing with a wide range of people / organisations
- Competent IT skills (including use of Word, Excel and Publisher (or similar)] and experience of databases
- Experience of organising events
- Good numeracy skills
- Active commitment to equality and diversity and creating an inclusive culture
- Willingness to attend mandatory training and to develop skills and knowledge further
- A good level of fitness as manual handling is an occupational requirement
- Flexibility to work occasional weekends and evenings

Desirable

- Knowledge and understanding of Multiple Sclerosis
- Experience of working with volunteers
- Experience of working with a charity
- Knowledge of Social Media platforms in a work context
- Experience of working with websites such as WordPress
- Awareness of Health and Safety and ability to risk assess activities
- Current driving licence (and own car/access to vehicle)