



FUNDRAISING TEAM ADMINISTRATOR

JOB DESCRIPTION

ABOUT US

Paul Sartori Hospice at Home is a registered charity offering care and advice for Pembrokeshire people living in the later stages of any life-limiting illness.

We provide a range of services in the patient's home.

We also aim to help those close to the patient during the illness and through the bereavement period.

The Hospice at Home service is free of charge, available 365 days of the year and operates a 24/7 on-call service.

OUR MISSION

To provide sustainable services that promote good end of life care in Pembrokeshire

OUR VALUES

The Paul Sartori Foundation's core values guide our everyday decisions and actions. We encourage everyone involved with the charity to accept and demonstrate positive values.

- **Caring** is accepting others. It's being compassionate, generous, sensitive and thoughtful.
- **Honesty** is shown through integrity, fairness and sincerity in words and deeds. It's being trustworthy and trustful.
- **Respect** is acknowledging the inherent worth in oneself and others. It's treating others fairly and justly.
- **Responsibility** is being accountable for one's behaviour, obligations and actions. It's doing what's right.

ABOUT THE ROLE

Salary: Competitive pro rata salary and auto enrolment pension scheme

Location: Paul Sartori House, Winch Lane, Haverfordwest, SA61 1RP

Hours: 22 hours

Holiday: 25 days, plus time in lieu for bank holidays worked

Reporting: Directly to the Charity Manager

SUMMARY OF THE ROLE:

The Administrator to the Fundraising team will support our small fundraising team which specialises in generating funds for the Hospice at Home Services alongside individuals, community groups, major donors and local businesses.

The fundraising team forms a part of the Income Generation Team whose aim is to grow our fundraising income year-on-year in order to sustain the demand for our Hospice at Home Services in Pembrokeshire.

The post holder will deliver an efficient administrative support service to the fundraising team, volunteers and general supporters; to act as a point of contact for fundraising enquiries and assist with all activities which help raise funds for the Hospice at Home Service.

KEY RESPONSIBILITIES:

- To provide general administrative support to the fundraising team including managing diaries, fundraising calendars and maintain accurate fundraising records
- To write editorials and other promotional material to distribute to the necessary media contacts to raise awareness of the Hospice at Home Services
- Promote our services, internal and external fundraising events and shops through social media and other promotional outlets including our own website
- Update new and existing online platforms to ensure all Paul Sartori Hospice at Home information is relevant i.e. giving sites, information portals such as PCC, PAVS and Unity Lottery etc.
- To provide support where necessary issuing materials requested by fundraisers, volunteers and supporters such as issuing and monitoring printed posters, leaflets, t-shirts, collection boxes and buckets
- To identify and research funding opportunities as requested by the fundraising team such as sponsorship for events, raffle prizes etc.
- To assist in the before, during and after event arrangements
- Participate in fundraising meetings and other meetings when needed
- Provide cover for colleagues if necessary
- To ensure appropriate levels of health, safety and confidentiality
- And any other reasonable activity as needed for the Foundation

PERSON SPECIFICATION:

The successful applicant will have:

Meticulous attention to detail and a high degree of accuracy

Excellent communication skills in writing and in person, with a commitment to sensitively communicating the charity's work and values

Excellent organisational, administrative and time management skills

Excellent IT skills with specific experience in Microsoft Office. The previous use of Wordpress would be an advantage

The ability to use own initiative, manage own workload and that of others

Experience of working in an office environment

An enthusiastic, positive and flexible approach

Collaborative team-player experience and a "Can Do" attitude, getting involved in whatever needs to be done to achieve the Paul Sartori Hospice at Home fundraising aims

TO APPLY

Please email your CV and a covering letter to sandra@paulsartori.org by Friday 1 June 2018. You will receive acknowledgement within 48hrs. For fairness of this process we cannot accept any CV's after this date.

ABOUT THE INTERVIEW PROCESS

We will review all CV's and covering letters and advise both successful and unsuccessful applicants after 4th June 2018, by email.

Interviews will take place at Paul Sartori House, Winch Lane, Haverfordwest, Pembrokeshire, SA61 1RP on the 11th and 12th June 2018 (am).

INTERVIEW STRUCTURE

There will be a 15 minute scenario test at the beginning of the session, followed by a 30 minute interview. The applicant will be assessed against a scoring system based on a set of competency based questions and the results of the test.

CONFIDENTIALITY

Individual CV's and covering letters will be treated in the strictest of confidence. The Foundations Confidentiality and Privacy policy will apply.

We will hold unsuccessful applications for 2 weeks should feedback be required. After 2 weeks all documents will be destroyed sensitively.

**For further information please visit our website at www.paulsartori.org or contact
Sandra Dade on telephone number 01437 763223 or e-mail
sandra@paulsartori.org**