

## JOB DESCRIPTION

### Community Fundraising Assistant

DEPARTMENT: Student Communities

DEPT PURPOSE: To lead, develop and coordinate the programme of opportunities, development and support for Sheffield Students' Union's student leaders, fundraisers and volunteers, expanding experiential opportunity and participation, removing barriers to access, and ensuring a high-quality, consistent and coherent experience.

REPORTING TO: Community Engagement Coordinator

DIRECT REPORTS: N/A

#### PURPOSE OF ROLE:

To manage the administration of the fundraising programme and locally-managed fundraising opportunities; ensure compliance with fundraising legislation and other relevant policies;

#### IN PARTICULAR:

1. **Student opportunities & development:** to support students to plan and deliver effective fundraising events and campaigns.
2. **Activities:** to administer and record activity and donations in accordance with relevant policies and procedures, legislative frameworks, and other guidance.
3. **Fundraising development:** to support the Community Engagement Coordinator in the organisation, delivery and communication of the Fundraising programme.

## KEY RESPONSIBILITIES

### STUDENT OPPORTUNITIES & DEVELOPMENT

Events and  
planning

Meet with student volunteers to plan and deliver fundraising events and campaigns advising on marketing, budgeting, health and safety and logistical planning.

	Supervise student volunteers to support and advise other students in the creation and delivery of fundraising events and campaigns.
Digital Engagement	Support students in the effective marketing and promotion of Fundraising events and campaigns, creating ticket pages, fundraising pages and managing digital resources.
Training and skills development	Throughout the year, oversee the training and skills development of student volunteers both in-person and via the creation of digital guides and instructions in order to adequately prepare them to carry out their volunteer roles.
Relationship building and managing motivations and expectations	<p>Develop open and personable relationships with student volunteers and work collaboratively to identify effective solutions and answer any questions.</p> <p>Support student volunteers to remain motivated and focused whilst helping them to balance workloads and time constraints.</p> <p>Support the students to develop and maintain successful stakeholder relationships.</p>
Policies & procedures	To deliver activity in accordance with relevant policies, processes or legislative frameworks, developing, maintaining and implementing knowledge, particularly in relation to health and safety, and safeguarding, and delivering to agreed targets, budgetary controls and other performance measures, as required.
Records & reporting	To maintain accurate records in relation to the number and type of activities, student participation, beneficiaries, budgets and donations, and other data as required, producing reports as and when requested.
Equality, Diversity & Inclusion	To identify and remove barriers to participation, and support the breadth and diversity of the student membership, particularly underrepresented and disadvantaged groups, to access and engage with activity that meets their needs and interests
<b>ACTIVITIES</b>	
Administration and communication	Maintain the email inbox and use it to coordinate communications, troubleshooting and planning with charities, students and staff. Manage student volunteer capacity by supporting administration of communal, volunteer overseen inboxes and social messaging platforms.
Data collection and monitoring	Systematically collect and record both qualitative and quantitative data relating to fundraising events and campaigns, student groups

	and external stakeholders and present this data in a format which is easy to analyse.
Finances and resource management	Manage finances by tracking and organising fundraised income, overseeing risk averse budgeting of events and administering donations to external good causes. Track and maintain resources, such as card machines, ensuring adequate availability of resources for all events, campaigns and the department.
Legal compliance and health and safety	Ensure all events and campaigns are compliant with Sheffield Students' Union policies and procedures and all relevant national legislation. In addition, ensure all relevant Health and safety requirements are adhered to and oversee the completion of thorough risk assessments.
<b>FUNDRAISING DEVELOPMENT</b>	
Advice and guidance	Advise and liaise with students, staff, charities and any other key stakeholders in relation to a range of fundraising queries.
Insight and development	Provide feedback and ideas to inform future strategies and opportunities and to improve systems and processes in collaboration with the Community Engagement Coordinator.
Troubleshooting	Troubleshoot problems and escalate issues to the Community Engagement Coordinator when necessary. Respond to and triage frontline enquiries.
General	Any other reasonable responsibilities appropriate to the role with a particular focus on taking on extra administrative tasks during key busy times of the year.

**PERSON SPECIFICATION**

	<b>Criteria</b>
<b>Experience</b>	
1	Knowledge of how to organise events or activities, safely and successfully
2	Knowledge of policies or legislative frameworks, for example, health & safety, safeguarding, or similar
3	Knowledge and experience of community fundraising or activities
4	Knowledge and understanding of the voluntary/fundraising and community sector in Sheffield, including an understanding of the motivations, needs and barriers for University student fundraisers
5	Customer service/experience in a customer facing environment (paid or voluntary)
<b>Skills</b>	
6	Organisational skills with ability to manage own time effectively, prioritise tasks and meet deadlines, whilst maintaining attention to detail
7	Excellent interpersonal and communication skills, written and spoken, with an ability to deal with a wide range of people
8	Familiarity with using a range of digital, web and software tools
9	Ability to work independently, use own initiative and problem solve
10	Excellent administrative, organisational and numerical skills including ability to monitor income and expenditure