

Partnerships Administrator, Fundraising, Job Pack - July 2021

Job title:	Partnerships Administrator
Department:	Fundraising
Reporting to:	Head of Partnerships
Salary:	£26,911 per annum
Hours:	35 per week
Location:	66 Commercial Street, London
Contract type:	Permanent

Aim and influence

- To provide administrative support to the Partnerships team.
- To keep the fundraising database, Raiser's Edge, up to date (training will be provided).
- To support the Partnerships team to deliver sector-leading corporate partnerships, with a focus on employee fundraising

Financial and supervisory responsibility

- Coordinate Crisis members and staff who are participating in Partnerships & Philanthropy team events.

Other key details

- Up to four days working from home may be considered in line with Crisis' homeworking policy

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Job responsibilities

- To provide administrative support to the Partnerships team. This will include, but is not limited to;
- Supporting Account Managers with employee fundraising, including distributing fundraising materials to supporters;
- Supporting Senior Account Management Lead/Account Managers on key product development and delivery of products for the High Value Audience;
- Supporting with the creation of supporter facing digital assets and materials to support the partnerships;
- Manage a small selection of corporate accounts raising £10k-£20k
- Using Raiser's Edge to monitor enquiries, pledges and donations, create reports, update supporter records and extract data for analysis;
- Assisting with email and phone enquiries;
- Working closely with the finance team; providing administrative support for gift processing, including drafting invoices and deeds of gift;
- Supporting on the planning, development, execution and follow up of team events;
- Ensuring compliance with the Data Protection Act 2018 and relevant Fundraising Regulation.

General responsibilities

- To encourage member involvement with team activity and work collaboratively with members on team events, meetings, or team communications.
- Develop an understanding of homelessness and Crisis' aims.
- Follow Crisis policies and procedures, including health and safety.
- Carry out other reasonable duties that may be required.

Person Specification

Essential

- 1 Good verbal and written communication skills.
- 2 Experience of working on events in a support role.
- 3 Good numeracy skills and an understanding of finance processes.
- 4 Experience of working with a fundraising database (creating reports and managing data).
- 5 Experience supporting a busy team on multiple projects and meeting deadlines.
- 6 Strong organisation skills, attention to detail and a methodical approach to tasks.
- 7 Able to work on own initiative, but also as part of a closely coordinated team

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- 8 Real commitment to Crisis's values and ending homelessness
- 9 Experience of using digital technology (including web CMS)

Desirable

- 10 Experience using Raiser's Edge (version 7)
- 11 Experience using SharePoint
- 12 Experience of conducting research and data analysis

We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.

Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the HR Team jobs@crisis.org.uk It is helpful if you provide details of your requirements or suggestions

about how we might best support you to apply so that we're able to consider alternatives.

How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the 'Assessment Form' section.

Please note! If you don't provide full responses in the 'Assessment Form' section, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

Where can I get help?

If your query has not been answered above, you can contact the HR Team jobs@crisis.org.uk for support.