

## **Part-time Fundraising, Membership & Administration Co-ordinator**

### **Job description and person specification**

**Accountable to:** Nicaragua Solidarity Campaign (NSC) Board of Trustees and the Finance & General Purposes sub-committee.

**Hours:** 14 hours per week (flexible timings in consultation with other members of staff)

**Salary:** £ 33,515 pa pro rata of 35 hour week. For 14 hours this amounts to £13,406 pa.

**Contract:** Permanent, subject to the satisfactory completion of a six month probationary period

**Office-based.** Location: NSC, 86 Durham Rd, London N7 7QG (Finsbury Park).

#### **General purpose of post**

- ◆ To raise funds for NSC in order for the organisation to survive and thrive.
- ◆ To maintain the membership of individuals affiliated to NSC.
- ◆ To liaise with the finance worker to ensure adequate accounting records and appropriate financial systems are maintained.
- ◆ To ensure that administrative office needs are met.
- ◆ To work with other members of staff in communications through websites, social media and electronic and paper publications.

#### **General responsibilities**

To participate in the general duties of the office including post, phone & e-mail.

To attend office meetings, weekend and evening meetings and events as required.

To support and promote solidarity with our partner organisations in Nicaragua.

To undertake any other duties reasonably felt by the Board of Trustees or office to be necessary to the successful running of NSC.

To work with other staff, EC members, and the general public without discrimination on the basis of race, colour, gender, marital status, class, disability, sexual orientation, gender reassignment, age, religious belief, ethnicity or national origin.

#### **Person specification**

##### **Essential**

Commitment to the aims of NSC

Some knowledge of Nicaragua/Latin America

Experience of organising events

Experience of fundraising

Experience of use of social media

Experience of writing copy for leaflets & appeals

Experience of financial processes

ICT & administration skills

Ability to work independently

Fluent spoken and written English

##### **Desirable**

Ability to design publicity material

#### **Specific responsibilities (see following pages for the job description)**

## **Part-time Fundraising, Membership & Administration Co-ordinator**

Fundraising plays a major role in enabling the NSC to carry out its campaigning activities. As a very small, self-funding organisation, the role of the fundraiser is both challenging and essential to the maintenance of the organisation. Fundraising not only has a financial objective but also by the nature of its public profile plays an important part in the campaigning aspects of NSC's work.

The current fundraising responsibilities are listed below but innovative ideas are welcome. The role has potential to develop over time.

### **CURRENT FUNDRAISING RESPONSIBILITIES**

1. SPONSORED EVENTS – currently 2 or 3 a year.
  - a. To raise funds through the London Marathon (finding runners who will collect sponsorship)
  - b. To raise funds through the Royal Parks Half Marathon (as above).
  - c. To raise funds through other events if they arise.
2. RAFFLES – currently 2 a year. NB. This work is done on behalf of NSCAG.  
To negotiate prizes, arrange production and distribution of tickets, draw the raffle and distribute prizes.
3. LOTERIA - ongoing  
Once a month to draw the winners of the Loteria, send prizes and try to attract more participants.
4. SPANISH CLASSES – ongoing in term times  
To promote the classes, liaise with the teacher and students and collect payments. Classes currently take place on a Monday evening (this could be reviewed). The fundraiser is expected to be in the office on that evening but occasionally cover can be provided by others.
5. WORKERS' BEER COMPANY (WBC) & FESTIVAL REPUBLIC - summer
  - a. Provision of bar servers for the WBC at music festivals, currently Glastonbury. It is not necessary for the fundraiser to work at Glastonbury but it would be helpful if they did.
  - b. Provision of staff to check tickets and wristbands at music festivals such as Latitude, Leeds, Proms in the Park etc. If possible the fundraiser should work at one London event per year.
6. APPEALS – currently two a year, occasionally three  
In liaison with other office staff, to originate and co-ordinate appeals for funds, whether for the NSC (core funding appeals), Nicaragua or a mixture of both. This includes writing, production of the appeal materials, data-base work for mailings and analyses.
7. OTHER EVENTS  
In the past this category has included Cabarets, Film Shows, Jazz Nights, Fundraising Meals, Give-a-Car Promotions, Legacy promotions and more. A reasonable aim would be for one such event or promotion a year and could include more online fundraising methods.
8. GIFT AID CLAIMS – ongoing  
To collect gift aid declarations pertaining to sales, membership, donations and sponsorship, log donations onto the database, check figures and submit claims to HMRC. 3 times a year.
9. SPONSORSHIP - occasional  
To secure sponsorship for NSC activities and materials whether for campaigning or fundraising.
10. FUNDING APPLICATIONS  
To research possibilities for grant- and trust- funding and to make applications as and when appropriate and necessary. This may be less than once year.

## **SALES RESPONSIBILITIES (part of Fundraising)**

NSC raises income through the merchandising of materials – at stalls, through the online shop and by mail order. Note that this area of fundraising is under review. Currently:

### **1. ANNUAL COLOUR SALES CATALOGUE**

- a. To originate new items for merchandising.
- b. To plan and oversee production of catalogue.
- c. To plan and oversee a sales promotion strategy including inserts into mailings and magazines.
- d. To add sales items to the online shop.
- e. To circulate promotions and special offers as and when.
- f. To analyse the year's sales.

### **2. ONLINE SHOP, MAILORDER, OFFICE SALES & STALLS**

- a. To liaise with suppliers and ensure efficient dispatch of sales orders.
- b. To update customer records on the database,
- c. To take and record payments by cash, cheque and cards.
- d. To co-ordinate sales on stalls at various events. This necessitates being present at some events.

## **MEMBERSHIP, DATABASE & EMAIL LISTS**

- a. To be responsible (with other office workers) for strategies for attracting new individual members, wooing back lapsed members and retaining current members through the data-base reminder system.
- b. To co-ordinate members' mailings.
- c. To check membership standing orders every four months.
- d. To report on membership figures to the Board of Trustees and write an annual report.
- e. To maintain the database of members, sales customers, donors and all other supporters.
- f. To maintain the email list of members, donors, those who wish to hear about events and so on.

## **ADMINISTRATION**

- a. Act as the main contact for the landlord (Ethical Property Company), Islington Council (re business rates) and MEWSO (who rent a desk in our office).
- b. Maintain printer, copier & franking machine.
- c. Order stationery & postage stamps.
- d. Filing and Archives: within the office and at two places offsite.
- e. Computers: problem-solving, liaison with computer volunteers and with Greenet (our website and email hosting provider).
- f. Annual Trustwave certification for online and card payment transactions.

## **FINANCE (in conjunction with the Finance worker)**

The finance tasks are largely but not wholly linked to fundraising and membership tasks.

- a. Dual authorisation for transfers to Nicaragua, cheque payments, online transfers of money (to pay invoices and salaries), and queries to banks.
- c. Taking and checking card payments, cash payments & online payments.
- d. Donations & standing orders; what is gift-aidable or not for the purpose of the finance records.
- e. Writing invoices. Chasing outstanding debtors. Checking purchase invoices are put to correct code.
- f. Co-ordinating the use of the credit card for NSC purchases.
- g. Checking transactions to ensure that 4-month figures and year-end figures are correct.
- h. Updating of finance policies. Some involvement in governance documents.
- i. Convenor of the Finance & General Purposes group (a sub-committee of the Board of Trustees).