



Person Specification

Job Title:	Fundraising Assistant
Reporting to:	Senior Fundraising Manager
Salary:	£20,000 - £22,000 per annum, dependant on experience
Hours of Work:	37.5 hours a week (potential flexibility for the right candidate) Flexible Times.
Place of Work:	Home Based
Contract:	Permanent

We are looking for a highly motivated and organised individual to join SNAPS' small team specifically to support the fundraising staff in their ambitious growth plans for the charity. The successful candidate will be extremely organised, have excellent communication skills, both written and verbal, be flexible to the organisation's and team's needs and be a highly motivated self-starter. The person will be able to work effectively within SNAPS' small but enthusiastic staff team, working collaboratively with their fundraising colleagues and enjoy working individually to support the organisations growth and ambitious financial targets. This post holder will be key to supporting the delivery of SNAPS fundraising plans and is a fantastic opportunity for someone with a passion for fundraising to learn and develop skills within this sector while having the opportunity to think creatively and bring ideas to the team for discussion. SNAPS is an organisation open to change and development and encourages staff to think 'outside the box'.

Essential Skills or Experience

- GCSE Level Education
- Experience of working within an administrative role
- Excellent organisational skills
- Commitment to SNAPS' work, vision and aims
- Commitment to high levels of donor care
- A diplomatic and sensitive approach to families we support and those involved with fundraising
- Excellent interpersonal skills and effective communicator both in person, on the phone and in written form
- Ability to represent SNAPS to external audiences in a professional manner
- Excellent IT skills and working knowledge of the Microsoft Office Suite
- Adept at research with an eye for detail
- Ability to work well within a small team
- Highly motivated and a self-starter
- Efficient and able to work well under pressure
- Ability to plan and prioritise own workload
- Flexibility and willingness to learn new skills.
- Professional, reliable and responsible.
- A commitment to the work of SNAPS



Desirable

- Experience of working within a charity/fundraising setting
- Good working knowledge of CRM systems
- Experience supporting trust applications or other fundraising areas

This role could involve travel across Leeds (with some across West Yorkshire) and therefore the successful candidate will need access to their own transport. The hours are flexible, but a small amount of weekend and evening work may be required.

To apply please complete and return the SNAPS' application form by 5pm on 15th February 2022 to Lisa Morton by email lisa@snapsyorkshire.org Interviews will be held on Wednesday 23rd February 2022.

More information about SNAPS can be found at www.snapsyorkshire.org

