



Prisoners'
Education
TRUST

Prisoners' Education Trust

Job Description

Job Title	Fundraising Administrator
Salary	c£22,000
Hours	Full time - 35 hours. Usual office hours are 9am - 5pm. Some evening and weekend work for which time off in lieu can be claimed.
Location	Vauxhall, South London (Zone 1/2).
Responsible to	Head of Fundraising

Prisoners' Education Trust (PET) is a small friendly charity with 19 staff based in Vauxhall, London and Cardiff. We provide prisoners with distance learning, advice and guidance through our Access to Learning programme, and undertake research and policy work to influence prison education provision at a local, regional and national level. We believe that prisoners' lives can be transformed through learning.

Purpose of the post

PET has ambitious plans for strategic development, and must generate the income to enable these plans to become reality. This new post will provide administrative support for PET's fundraising activities, and help to ensure PET has the funds it needs to achieve its mission of every prisoner a learner, and every prison a place to learn.

Duties and tasks

Fundraising tasks

- Correspondence with donors and dealing with telephone queries. Assisting with mailings (postal and electronic) as necessary.
- Maintaining and updating information on the CRM (including basic gift aid administration and processing of regular gifts, CAF and Just Giving donations), and maintaining electronic and paper filing systems.
- Administration of events including: managing attendee lists; promotion; liaison with venues and printers; record keeping; correspondence; attendance as required.
- Assistance with gathering evidence to support fundraising efforts including: researching potential case studies, writing up letters to use for case studies and identifying / writing up quotes for use in press and media, social media, funders' reports and in quarterly statutory reporting.
- Researching and preparing funding applications, and supporting the Trusts Fundraising Manager (TFM) and Head of Fundraising to ensure monthly targets are met.

- Assisting with the organisation of prison visits, liaising with PET staff as appropriate, prison contacts and funders.
- Support the Fundraising Team in keeping accurate and up to date files of funders - both paper and electronic.
- Maintaining the PET fundraising website pages, and updating events and news activities when relevant in liaison with the Media, Communications and Alumni Manager.
- Other general tasks as required.

Person specification

Essential

- Experience of providing administrative support, preferably in a fundraising capacity.
- Good organisational skills with an ability to manage multiple tasks.
- Excellent attention to detail.
- Ability to draft correspondence.
- Ability to communicate effectively both verbally and in writing to different audiences.
- Strong IT skills, including competence in using MS Office, and data entry skills.
- An interest in working with prisoners or disadvantaged people.
- Flexible, proactive and able to work cooperatively as part of a small team.

Desirable

- Knowledge / experience of charities.
- Knowledge / experience of fundraising regulation and data protection requirements.
- Knowledge / experience of Donor Strategy or other fundraising software package.
- Knowledge / experience of the criminal justice system or of education.
- Experience of drafting and developing print materials and/or maintaining and updating websites.

Outline terms and conditions of employment

1. This is a permanent contract.
2. Probationary period: 6 months.
3. Holidays: 25 days a year plus statutory bank holidays.
4. Some evening and/or weekend work required for which time off in lieu can be claimed.
5. A 5% contribution towards a Group Personal Pension Scheme is offered after three months of employment (which is then backdated).

PET has an Equal Opportunities policy which all staff are expected to follow.

CES/Jun 2017

