



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job Placement title Fundraising Assistant

Company name	The Jo Cox Foundation
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Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

This is a brilliant opportunity for someone looking to play a key role in a small but influential charity building a positive legacy for the late Jo Cox MP. We are looking for someone with energy, initiative and an interest in developing the skills needed to effectively raise funds for a growing charity.

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The charity exists to build a positive legacy for Jo and to create something positive from the tragedy that was her murder.

Our mission is to build stronger communities, a better public life and a fairer world in Jo's name. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, reducing abuse intimidation in public life and preventing atrocities in conflict-affected countries. No one day is ever the same as the next!

We are a close-knit, passionate and dedicated team. Whilst we work hard, it's incredibly important to us that we have fun and look after ourselves and each other too.

As The Jo Cox Foundation's Fundraising Assistant you will play a central role in the day to day administration of the charity's fundraising efforts, with a specific focus on community fundraising initiatives. Your main responsibilities will include supporting and liaising with our donors and community fundraisers, taking forward new grassroots fundraising initiatives and providing administrative support to the Interim CEO. You will have the opportunity to learn key skills in donor care, using CRM systems, fundraising research and work closely with the comms team on showcasing fundraising initiatives on our website and social media channels.



KEY RESPONSIBILITIES

Supporter Care

Administer our 'thanking' processes to ensure every donor and fundraiser feels valued. Support individual and employee fundraisers with preparation for challenge fundraising events (e.g. marathons). Help respond to donation enquiries to our general inbox, responding in a timely manner and delegating across the team where relevant.

Fundraising Projects

Take forward ad-hoc grassroots fundraising projects such as student fundraising and new third-party fundraising platforms. Producing fundraising support content such as toolkits, leaflets, guides etc. Support with delivering our 5th anniversary fundraising campaign.

Administration

Help maintain accurate records of funders and individual donors on our Nationbuilder database. Ensure our shared drive is managed effectively and fundraising documents are saved in the correct place. Support with financial processes and processing donations and cheques. Provide administrative support to the CEO including scheduling meetings and some diary management, ad hoc communications, editing and occasional research tasks.

Essential skills, experience and qualifications (please do not use bullet points)

You will be someone who is looking to take on new challenges through this role in a charity. With a strong sense of personal initiative, you will be able to prioritise tasks effectively and undertake work independently when needed. You may not always know the answers, but you will be able to find them by asking the right questions.

In addition, you will have strongly held personal values which align with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. These will be reflected in your respect for others and the desire to make a truly positive contribution through your work.



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	<p>Essential Skills</p> <p>Professional manner and able to develop good working relationships at all levels. Strong communication skills. Exceptional customer-service or supporter care skills. Highly organised: paying attention to detail, with a proven ability to set priorities and meet targets through strong planning and problem-solving skills.</p> <p>The ability to build on successes and learn from challenges. Self-reliant, capable of taking initiative and working autonomously. An entrepreneurial mindset, receptive to new ideas and able to put forward your own. Flexible, adaptable and comfortable working at pace whilst learning from challenges and building on success.</p> <p>Confidence in using Microsoft Office (Word, Powerpoint and Excel) and Google Drive and/or willingness to learn new platforms and programmes. Experience in administration or community fundraising (paid or voluntary) Experience working or volunteering within the charity sector.</p>
Job category (DWP use only)	
Number of hours per week	25
Working pattern and contracted hours (including any shift patterns)	25 hours per week part-time within Monday-Friday 9-5pm
Hourly rate of pay	£10.85 (London Living Wage)



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Details of employability support (training opportunities/mentor)

The trainee will, as part of their role, undertake a wrap-around 6-month programme of employability and developmental training, delivered by Charityworks – the UK non-profit sector's talent programme with over a decade of experience supporting young people to kickstart their career to create social change. Learning together with their Kickstart peers across the charity sector, all sharing similar values and career motivations, this programme will be similar in approach to the national Charityworks scheme (www.charity-works.co.uk).

It will comprise a range of onboarding support, skills sessions aimed at developing employability, national conferences, group workshops, peer coaching and practical toolkits all delivered through the Charityworks Digital Learning Platform. Charityworks are currently exploring the possibility for the Kickstart Learning Programme to be an endorsed ILM (Institute of Leadership & Management) opportunity, and for them to be able to offer in real life delivery as and when government restrictions allow.

Using the table on the next page please provide details for each Job Placement by location.



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Employer Job Placement reference (where applicable) 12 Characters Max	Job Placement location and address (including postcode)	Contact details for the Job Placement Name (required) Email address (required) Telephone (optional)	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available ? Yes/ No/ Don't know	Anticipated start date/s (if known)
	Living Space, 1 Coral Street, London SE1 7BE (Currently Remote)	Jessica Leach jessica@jocoxfoundation.org	Please speak to your Work Coach to apply.	2	NA	Don't know	March 2020