

## **Specific Individual Principal Duties**

**To undertake the generic principal duties and role requirements of a Senior Fundraising Administrator as set out on the following pages and specifically within this context to:**

### **OVERALL**

- Assist the Executive Director/Fundraising Manager in the delivery of ORC's fundraising strategy, through the maintenance of GDPR-compliant paper and IT databases, correspondence and event organisation.

### **ADMINISTRATION/CORRESPONDENCE**

- Assist Executive Director/Fundraising Manager with correspondence with funders
- Maintain calendar of, and provide timely reminders for, reporting and application deadlines for key current and potential funders (all types)
- Assist Executive Director/Fundraising Manager as appropriate with production of annual/final reports as required
- Assist Executive Director/Fundraising Manager as appropriate with preparation of funding applications
- Arrange meetings with funders as required
- Arrange fundraising and communication mailings (e.g. General appeal, FABS, Friends)
- Administer annual renewals of FABS/Friends etc. membership

### **COMMUNICATIONS**

- Assist the Executive Director/Fundraising Manager/SMT in the promotion of the Charity, in particular to donors
- Support the production of fundraising-related communications, including annual reviews, leaflets, membership forms etc.
- Promote uptake of and manage subscriptions (including renewals) to the Bulletin
- Promote sales of publications and distribution of literature at events and conferences.

### **DATABASE**

- Maintain and develop the organization's database to include
  - Contacts
  - Event participants
  - Bulletin subscribers and other recipients
  - Donors and others
- Send out renewals and subscription reminders (Bulletin, FABS, Friends etc.)
- Produce labels for Bulletin and other mailings
- Review and ensure organisational compliance with Data Protection Act /GBPR in liaison with Executive Director/Fundraising Manager/Deputy Director responsible for data protection

## EVENTS

- Assist the Executive Director/Fundraising Manager with the organization and administration of fundraising events, including:
  - Ensuring event plans and budgets have been completed for event
  - Locating and booking internal/external meeting venues
  - Arranging catering if required
  - Mailing out invitation letters, maps, and other information
  - Mailing out reminders about events
  - Registering bookings, taking payments and confirming numbers booked
  - Ensure a log of attendees is held at ORC and the database updated appropriately
  - Evaluating event feedback and final financial outturns
  - Assist with other ORC events if required
  - Ensure the relevant ORC calendars and events lists are updated with events organised.

## **Generic Principal Duties**

- Provide back up support if needed when other admin staff are absent (on annual/sick leave)
- Attend staff and other meetings as requested.
- Supervise voluntary, work experience and other administrative staff as required.
- Support the induction of new staff as appropriate to your role.
- Provide meeting, event and other assistance to the Executive Director and other staff as required.
- Undertake training to be able to continue meeting the requirements of this role and develop your potential as a member of ORC staff.
- Any other duties that may be allocated by the Executive Director, including responsibilities not listed above that may be allocated in the Annual Business Plan and/or agreed as part of annual appraisals.

## PERSON SPECIFICATION

Attribute	Essential	Desirable	How identified/ assessed*
<b>Qualifications</b>			
Relevant administrative or fundraising qualifications		X	AP
<b>Experience</b>			
5 years general office and/or fundraising administration	X		AP/I/P/R
Event organisation	X		AP/I
Knowledge and understanding of the General Data Protection Regulation and how it applies to fundraising		X	AP/I
<b>Skills</b>			
Computer literate	X		AP/I/R
Good communication skills both written and oral, in a variety of styles	X		AP/I/R
Good familiarity with MS Office suite (Word, Excel, Access)	X		AP/AS/I/R
Familiarity with Customer Management Systems/Databases		X	AP/I/R
Familiarity with publishing software (Publisher, InDesign)		X	AP/I/R
<b>Personal qualities</b>			
Calm under pressure	X		AP/I/R
Independent and able to work alone and as part of a team	X		AP/I/R
Methodical organiser, with ability to prioritise appropriately, achieve targets and deliver to deadlines	X		AP/I/R
Enthusiastic and flexible	X		AP/I/R
Interest in organic food and farming, food systems, agroecology and the environment (training available)		X	AP/I
Able to contribute to the wider activities undertaken by ORC		X	AP/I
<b>Additional requirements</b>			
Willingness and ability to travel where and when needed in the UK	X		AP/I/R
Willingness to work additional hours at peak times	X		AP/I
Clean full driving licence.		X	AP/I

\*AP = Application; AS = Assessment; I = Interview; P = Presentation; R = References