

## **Fundraising and Marketing Assistant**

<b>Salary:</b>	£ 25,500 pa FTE
<b>Hours:</b>	22.5 hours per week (or as agreed)
<b>Responsible to:</b>	Community and Partnerships Fundraising Lead
<b>Based:</b>	Bristol with up to 50% working from home available
<b>Pension:</b>	5%
<b>Annual leave:</b>	27 days + bank holidays (pro-rata)
<b>Contract:</b>	6-month temporary contract

### **Equality, diversity, and inclusion**

At SARSAS we strive to create a workplace that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We want to build an inclusive culture that encourages, supports, and celebrates diverse voices. We actively encourage applicants with protected characteristics to apply.

We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias. Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

### **About the role**

This is an exciting opportunity to help SARSAS realise it's vision of a world without sexual violence, through supporting our ambitious fundraising and communications team.

Our Fundraising and Marketing Assistant will engage with our supporters, support our training programmes, awareness and fundraising campaigns and use their creative skills to produce compelling digital content.

You will directly support Fundraising and Comms with administrative support, including responsibility for maintaining accurate records on our CRM database (Donorfy).

As Fundraising and Marketing Assistant, you will help raise SARSAS' profile through agreed external communications along with supporting internal communications within the organisation.

This is a varied and busy role within a collaborative and supportive environment.

### **About you**

Our Fundraising and Marketing Assistant will be a passionate and creative individual with some previous administration experience and a keen interest in fundraising and marketing. You have an enthusiastic personality and are willing to learn with strong organisational skills and the ability to prioritise your own workload. Your strong attention to detail and excellent written and verbal communication skills make you an ideal candidate for his role.

You'll be excited by the opportunity to join SARSAS and looking to develop your career in Fundraising and Marketing.

### **About SARSAS**

SARSAS exists to relieve the trauma and distress, and help rebuild the lives, of survivors who live in Somerset, Bristol, South Gloucestershire, North Somerset and BANES, who have experienced any form of sexual violence, at any point in their lives.

SARSAS also campaigns and raises awareness about rape and sexual violence to change the narrative about sexual violence and enable survivor's voices to be heard. Partnership work with a range of agencies locally and nationally is a priority to enable social change.

SARSAS works to feminist principles: this underpins both what our service is and how it is run. Our work is guided by a trauma-informed approach which understands how traumatic experiences can impact on survivors and keeps an awareness of the effects of trauma at the forefront of our approach to support.

## **Fundraising and Marketing Assistant key responsibilities**

- Build and maintain strong relationships with supporters and donors, providing excellent supporter care to encourage engagement, commitment and loyalty to SARSAS.
- Support individuals organising fundraising activities or taking part in challenge events for SARSAS.
- Help recruit participants for third-party events (e.g. Great Bristol Run, Bath Half) and support them to maximise their fundraising potential.
- Work with communications colleagues to create engaging content for digital channels  
Work with communications colleagues to deliver compelling digital content for training, fundraising and awareness campaigns.
- Help to develop the systems and data needed to grow income from one-off and regular donors.
- Assist the Trusts & Foundations Fundraiser with research and partnership development to secure income from grant-giving trusts and foundations.
- Ensure donor information, including financial details such as Gift Aid, is accurately recorded on the Donorfy database (training provided).
- Maintain compliance with Data Protection/GDPR, ensuring donor information is handled securely and confidentially.
- Provide administrative support, including minute taking for Fundraising and Communications meetings.
- Maintain accurate records of fundraising activity and contribute to quarterly updates for the senior leadership team.

## **Additional Information**

- Undertake any other duties commensurate within the role including working flexibility to organisational priorities.
- Work as part of a team, promoting the ethos and values of SARSAS.
- Ensure that all work is conducted in line with SARSAS policies and procedures and Rape Crisis England & Wales (RCEW) National Service Standards.
- Attend all training, whether statutory or non-statutory, as required.
- Adhere to SARSAS's policies and procedures.
- Actively participate in the risk assessment, management of risk process, and all aspects of Health and Safety.

This job description is not exhaustive and is subject to review in consultation with the post holder and according to future changes/developments within the organisation.

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Skills and Experience</b>	<p>Highly organised and able to plan, manage and deliver multiple tasks, deadlines, and demands effectively.</p> <p>Proficient in using IT systems including Microsoft 365 (Word, Outlook, Excel, PowerPoint, Teams)</p> <p>Experience of writing compelling copy for social media platforms</p> <p>Experience of creating social media graphics using Canva</p> <p>Excellent written and oral communication skills and able to motivate and enthuse others.</p> <p>Able to work in a team and maintain positive, professional relationships internally and externally.</p> <p>Strong attention to detail, and able to produce accurate and prompt minutes.</p> <p>Flexible, pro-active with a can-do approach to problem-solving.</p> <p>A genuine commitment to SARSAS's values and to supporting people affected by gender-based violence.</p> <p>Willingness to work outside usual hours occasionally.</p>	<p>Good knowledge of the mental health sector and sexual abuse</p> <p>Experience of using social media scheduling tools</p> <p>Experience stewarding and thanking supporters</p> <p>Experience planning and delivering events</p> <p>Strong copywriting skills</p> <p>Knowledge of effective administrative systems and using databases.</p>

<b>Personal</b>	<p>Commitment to the vision, mission, aims and values of SARSAS and keeping the survivor experience and voice at the heart of all work</p> <p>Creative, curious, and flexible with an adaptable approach and willingness to change priorities accordingly</p> <p>Commitment to own wellbeing and continuing professional development with the ability to source support or ask for assistance</p>	We value lived experience
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