



**RICE – THE RESEARCH INSTITUTE FOR THE CARE OF OLDER PEOPLE**  
**FUNDRAISING ADMINISTRATOR - JOB DESCRIPTION**

<b>POST:</b>	Fundraising Administrator
<b>STARTING SALARY:</b>	£10,923 pro-rata (FTE £18,205)
<b>TERM:</b>	Permanent
<b>HOURS:</b>	22.5 hours/week Occasional evening and weekend work may be required around community events, for which time off in lieu will be given
<b>QUALIFICATIONS:</b>	Administration professional
<b>ACCOUNTABLE TO:</b>	Fundraising and Development Manager

**CHARITY SUMMARY**

RICE is an independent charity and an internationally renowned centre for dementia research, diagnosis and treatment. Our research aims to improve life for people with dementia and their families and carers, and to find drug and non-drug treatments for people with conditions such as Alzheimer's disease and other diseases predominantly affecting older people; our Memory Clinic and allied services also provide support to patients, families and carers. We are currently in an ambitious phase of development which aims to significantly increase our clinical and academic research programme. We work closely with the Universities of Bath, Bristol and other research institutions, both nationally and internationally, and with the Royal United Hospital.

**JOB SUMMARY**

The main purpose of the role is to provide effective and efficient administration and support for RICE fundraising and communications activity and supporter care within our small team of fundraisers. This includes managing our customer relationship management database (Harlequin) and producing reliable and accurate communications for our donors, in particular individual and community groups and charity of the year partners; to provide financial analysis and income reporting ; to support aspects of marketing and communications such as social media and website content; to encourage and support income generation through community groups and events, and to administer various income streams already in place in the charity, including raffles and lotteries. This operational role would suit a methodical and organised administrator with an interest in hands-on fundraising and an interest in working with local communities and individuals.

## **Key Responsibilities:**

### **1. Administration and donor support:**

- Manage the supporter database, ensuring all records are GDPR compliant, up to date and accurate, and undertake data cleansing exercises as necessary
- Work with the Finance manager to ensure donation processes are compliant, efficient and timely
- Process all donations including cash/cheque/direct debit/standing order/BACS and produce cheque batch and online giving reports
- Track donations, reconcile with bank statements and produce monthly income summary reports
- Ensure Gift Aid documentation is accurate and help prepare Gift Aid claims
- Acknowledge and thank individual donors and supporters who set up online fundraising pages, and attach communications to relevant records on database
- Oversee fundraising department filing - both paper and electronic, in line with Fundraising Regulator and GDPR regulation
- Generate reports/mailling lists from the database for the fundraising team as required
- Assist with the production and distribution of fundraising support materials

### **2. Volunteers**

- Build a strong relationship with our fundraising volunteer group to support and further develop fundraising and broader Institute activities.
- Manage fundraising volunteer activities and opportunities, recruitment of new volunteers and annual programme of volunteer consultation and events.

### **3. Communications and marketing**

- Support the production, design and distribution of the RICE bi-annual Newsletter.
- Assist with the production and distribution of in-house patient leaflets and posters, and fundraising support materials.
- Help develop and maintain RICE'S website and social media presence in line with the communications strategy, including regular refresh of research and fundraising news
- Promote the work of RICE to visitors and members of the public, for example at RICE open evenings

### **4. Community and events fundraising**

- Support RICE community fundraising events - this may include evenings and weekends
- Support and develop charity of the year relationships, maintain and oversee relationships and cultivate longer-term engagement.
- Arrange community activities such as street and/or bucket collections and in-store bag packing.
- Support and administer events such as the annual Bath half, and other challenge activities.
- Manage annual Christmas campaign and card sales.
- Administer the RICE 300 Club and annual raffles, and act as primary RICE lottery licence holder.
- May occasionally be asked to present to community groups and local organisations in relation to the above activities

Other activities as from time to time may be requested by the Director.

### **PROFESSIONAL & EDUCATIONAL RESPONSIBILITIES:**

- Adhere to the highest standards of fundraising best practice as set out in the Fundraising Regulator’s Fundraising Codes of Practice.
- Abide by all legal and statutory regulations relating to RICE as a charity and our fundraising and communications activity, our policies and appropriate Standard Operating Procedures (SOPs).
- Contribute as appropriate to educational sessions, e.g. Journal Club and Communications.

### **OTHER RESPONSIBILITIES**

- All RICE staff must be eligible to work in the United Kingdom.
- All staff are required to undergo full DBS checks.

### **CONFIDENTIALITY AND INFORMATION GOVERNANCE**

Much of our work is of a confidential nature. All employees sign a confidentiality statement on commencement and termination of employment agreeing confidentiality must be maintained on any information – verbal or written – that is learned as part of our clinical and research programme and other business activities.

### **SAFEGUARDING ADULTS AND CHILDREN**

All staff have a responsibility to safeguard adults and children, which includes an understanding of and commitment to the relevant policies and procedures.

### **HEALTH & SAFETY**

- All staff must comply with Health and Safety legislation, policies and practice.
- RICE positively promotes health. Smoking is prohibited in RICE, on the Royal United Hospitals site and on NHS premises.

### **EQUAL OPPORTUNITIES**

RICE - The Research Institute for the Care of Older People is committed to equality of opportunity in the workplace.

### **ANNUAL REVIEW AND APPRAISAL**

The post holder will agree annual objectives in line with RICE annual review and appraisal practice.

### **PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
Excellent administration and organisation skills, with demonstrated success in an administrative and support role	Financial reporting and/or bookkeeping experience
Knowledge of databases and/or customer relationship management (CRM) tools. (Knowledge of Harlequin is an advantage).	Understanding of the Fundraising Regulator Fundraising Codes of Practice
Understanding General Data Protection Regulation (GDPR)	Knowledge of social media trends and opportunities
Good numeracy and analytical skills, attention to detail and a high degree of accuracy	Experience of working in a charity or not-for-profit setting, ideally in a health based charity and/or previous experience of working with people with dementia and with patients in the older age group.
Extensive experience of using Microsoft Office	

<p>and design software packages          Good time manager, with the ability to work on own initiative and to prioritise a busy and diverse workload</p> <p>Good verbal and written communication, and ability to communicate the work of the charity and its impact to a range of audiences.</p> <p>Good team player with a friendly can-do attitude, prepared to pitch in as necessary</p>	<p>Experience of community and/or events fundraising, and of supporter and public facing enquiries</p> <p>A current clean driving licence and the availability of a car insured for business use.</p>
--	---

**Application Process**

To apply by email: Please submit a CV and covering letter outlining how you meet the criteria for the role, and provide the names and contact details of two referees, indicating clearly whether we may approach your referees prior to appointment.

For more information please contact RICE HR Manager: **Email:** [a.easto@bath.ac.uk](mailto:a.easto@bath.ac.uk)  
**Telephone:** 01225 476420

**Closing date:** Midnight on 24<sup>th</sup> Feb 2019

**Interview date:** Tuesday 5<sup>th</sup> March 2019