

Going Places Ltd.



JOB REFERENCE:	123-SJS10018
JOB TITLE:	CHARITY SUPPORT WORKER
EMPLOYER:	GOING PLACES LTD
LOCATION:	SALISBURY
SALARY:	£80 per week
WORKING HOURS:	9.00am – 5.00pm (Monday to Friday)

DESCRIPTION

In this job you will be responsible for raising as much money as possible for your charity. It would be your job to think of new ways to do this. Your job would also be about raising awareness of the charity's work. This job needs creativity, imagination, drive and enthusiasm. You will also need to be able to motivate and manage others.

DUTIES TO INCLUDE

Your job could involve some or all of the following:

- media and marketing (creating press, television, radio and poster appeals to attract donors)
- corporate fundraising (arranging company sponsorship or setting up schemes for staff or customers to donate)
- trust and legacy fundraising (persuading companies or individuals to set up trust funds or leave money in their will)
- organising events such as charity balls, galas or sport events
- organising street or door-to-door collections
- direct mailing to ask for donations
- overseeing trading operations such as charity shops or mail order sales
- recruiting and managing volunteers
- managing budgets and reporting on fundraising performance to the charity's trustees and donors
- giving talks and writing press releases
- meeting targets for the amount of money raised.

SKILLS REQUIRED

- excellent written and spoken communication skills
- good presentation skills
- the ability to motivate and manage others
- excellent organisation skills
- the ability to work under pressure and meet deadlines
- budget management skills
- commitment to your charity's cause

PERSONAL QUALITIES

- Creativity and imagination
- Drive and enthusiasm
- Responsible and considerate

QUALIFICATIONS REQUIRED

5 Grade 9 – 4 GCSE's to include English and Maths

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton
Going Places Ltd
37 Guild Street
London
EC3R 9EH

Quoting Job Reference.