

## Fundraising and Marketing Assistant

Ufton Court Educational Trust is a thriving and innovative children's charity supported by a busy fundraising team. We are seeking a Fundraising & Marketing assistant to support our Fundraising Manager. This is a training role and no previous experience of Fundraising is necessary.

### What is the role?

- To research and apply to trusts and foundations for grants, supporting the Fundraising Manager
- To ensure that the supporter database is up to date and accurate
- To ensure supporters receive the appropriate level of communication to ensure they feel supported and valued
- To update our website and some social media and work on the content and design of our regular newsletters and reports.
- To assist at fundraising events

### Who are you?

- You will have excellent written and spoken communication skills
- You will have an understanding of the importance of teamwork
- You will be comfortable working to meet deadlines
- You will approach IT with confidence
- You will be flexible in your working hours. This role involves some evening and weekend work to support events
- Educated to A Level standard or equivalent.

**Salary: £13,162.50 for a 22.5 hour week, 9.30-2pm Mon-Fri**

**You will be entitled to 8 weeks paid holiday subject to terms.**

Please email [Recruitment@Uftoncourt.co.uk](mailto:Recruitment@Uftoncourt.co.uk) with your CV as an application by **Friday 23rd August 2019**. **Interviews to take place early September 2019**

Ufton Court Educational Trust operates a strict Safer Recruitment policy and is an Equal Opportunity Employer. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check.