

Project Food Job Description

Job title: Fundraising and financial assistant	
<p>Main purpose of job: Project Food takes its role in the community extremely seriously. Supporting people, many of whom are vulnerable, to develop the confidence, motivation and skills they need for better health is an important responsibility. That said, we want to make sure that people also have fun and enjoying their interactions with us.</p> <p>Our mission is to enable people in the South West to improve their diet, so they enjoy better physical and mental health; we want to provide a helping hand to healthy eating.</p> <p>Our values, which are the lens through which we do everything, are to be committed to and respect others; to support and inspire them, and to excel in what we do.</p> <p>As our Fundraising and Financial Assistant you will make an important contribution to our work and support our Project Manager and Director by providing efficient, organised and effective financial and fundraising support. We work with a number of partner organisations and grant funders and by acting as an ambassador to promote what we do and how we do it, you will help us build trust and confidence by providing accurate and engaging information and keep our records up to date.</p> <p>In addition, you will support the wider team to ensure effective administration, project co-ordination and excellent communication takes place across our team and volunteers.</p>	
Location: Axminster Hospital	
The job may require some travel across our working area and on these occasions reasonable travel expenses will be arranged if required.	
Position reports to: Project Manager	Position is responsible for: N/A
Type of contract: 25 hours per week 1 year fixed term (additional hours may be required from time to time) For the right candidate the hours could be flexible	Salary: £10.30 per hour (equivalent to £21,424.00 pro rata per annum, full time)
Main duties	
<p>Systems & Processes:</p> <ul style="list-style-type: none"> • Fundraising: <ul style="list-style-type: none"> ○ Maintain accurate donation records and fundraising systems to ensure timely correspondence with and reporting to funders; ○ Prompt production and distribution of fundraising appeals and newsletters. 	

- Financial:
 - Ensure that financial systems and processes are updated and provide accurate information consistent with bank statements and petty cash records;
 - Maintain and update electronic and manual files on a regular basis to ensure accuracy, transparency and compliance with good governance and standards of charity financial reporting;
 - Report all relevant information to the tax authorities and other stakeholders as required;
 - Ensure accurate and timely payment of staff, pensions, invoices and volunteer expenses through the established banking processes.
- Other
 - Ensure monitoring of Project Food's activities, including evaluation processes and records, are accurately and effectively maintained and reported to the Project Manager;
 - Maintain all food and cleaning supplies ensuring that regular checks are made and efficient systems are in place to deal with all activities, stock turnover and timely replacement.

Logistical Support

- Ensure that all food shopping and equipment is prepared and delivered to the appropriate location, if necessary;
- In the event of staff shortages, to assist at sessions;
- Ensure the efficient and timely distribution of publicity materials around the project areas;
- Assist in the collection of donations from funders, as necessary.

General

- Support the Director to ensure the efficient and effective running of the organisation and provide occasional support to other staff and volunteers (including Trustees);
- Contribute positively and proactively to the team and support colleagues to achieve the required standards of performance with effective feedback;
- Act as an ambassador for Project Food, acting at all times in a professional way to positively promote our objectives and values;

This list is not exhaustive and at times we will all need to pitch in and do what is necessary to ensure Project Food delivers an excellent service to its clients, customers and volunteers.

Person specification form

For each factor, you should specify details on the essential and desirable attributes/attainments identified for the role in question.

Factor	Essential	Desirable
Qualifications: A good education, ideally with skills in English and Maths to ensure that you are able to complete the necessary processes accurately and communicate effectively with colleagues, customers and volunteers.	✓	
Relevant experience: Administrative and organisational skills; experience in running efficient and effective systems. Very familiar with usual Microsoft Office software, including Word, Publisher, Excel, Outlook etc and video conferencing software.	✓	
Aptitude, skills and abilities: Engaging and able to communicate confidently to build rapport with visitors and colleagues; solution focused approach. A full clean driving license and your own transport.	✓ ✓	
Personal attributes: Friendly, empathetic, confident and motivated; a self-starter; able to work well in a team and contribute positively; attention to detail; able to challenge in a way that allows the team to learn and grow and is constructive rather than destructive.	✓	