



FIFE GINGERBREAD

JOB DESCRIPTION

This Description is intended to give prospective applicants an overview of the post, the task and the context within which the job is being offered. It does not purport to be an exhaustive statement of Terms and Conditions of Employment with Fife Gingerbread. Applicants will be given an adequate opportunity to discuss issues of that nature at initial interview.

Job Title & Salary Range

Post: Fife Gingerbread Fundraising Assistant
Base: Glenrothes
Salary: £9.50 per hour (Scottish Living Wage)
Hours: 4 hours per week plus additional hours during peak times
Fixed term until 31 March 2022
The post is subject to various suitability checks.

Duties & Responsibilities (common across all Fife Gingerbread Workers)

The ability to demonstrate empathy with our values;

Accessibility: We provide flexible and inclusive support services located in our local communities.

Quality: We work to the highest possible standards to support families in a flexible, holistic, non-judgemental, friendly and professional manner.

Empowerment: We work with families to overcome barriers in their lives enabling change to take place.

Trust: We act with honesty and integrity and adhere to strict policies and procedures with regard to confidentiality.

Excellence: We strive for excellence in all areas of service delivery.

Respect: We promote respect for others in all aspects of our service.

Skills, Knowledge & Experience

- Experience, knowledge and ability to build relationships.
- Working knowledge of social media platforms.
- Excellent written and verbal communication and customer services skills.
- Experience of working within a team and working in partnership with colleagues.
- Ability to work flexibly and adapt to meet the demands of the role.
- Manage resources within an agreed budget.
- Be able to work autonomously to complete tasks on time and to a high standard.

Fife Gingerbread Policies

Adhere to all of the policies and procedures as set out in the Fife Gingerbread Handbook and to monitor and maintain health and safety within your base and notify the Line Manager of any areas of concern.

To work with the team to develop a culture of safe working practice and to ensure Fife Gingerbread's compliance to its health and safety responsibilities, you are required to ensure that by your own actions you ensure your own safety and do not put other people at risk by reason of your own acts or omissions (Section 7 of the Health & Safety at Work etc Act).

Fife Gingerbread encourages employees to adopt a culture of personal development. Fife Gingerbread recognises the quality of service is derived from its employees and will, where possible, support and encourage their self-development.

Contribute to a work environment that upholds respect and dignity for all individuals that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

Role Specific Responsibilities

Fundraising Assistant

The post holder will support our PR & Corporate Partnership Coordinator with annual fundraising activities. This will include supporting with initiatives such as the festive package, our annual Heat & Eat campaign, events and seasonal activities. The post holder will work with colleagues, volunteers and families to support fundraising activity across the organisation.

Outcomes:

- *Develop a fundraising committee of willing volunteers.*
- *Increase donations received through individual giving and fundraising.*
- *Support to facilitate events.*
- *Keep our fundraising database up to date.*
- *Support with social media activity.*
- *Support Fife Gingerbread to collect/distribute donated items for supported families.*
- *Contribute at peak times in our fundraising activity.*

