

Job Title:	Community & Corporate Fundraising Administrator (Maternity Cover)	Job Holder:	Vacant
Reports To:	Head of Fundraising	Location:	SVP House, 91/92 Sean McDermott Street, Dublin 1
Region:	National Office	Date of Job Description:	February 2023

1. PURPOSE OF THE JOB

The purpose of this role is to support Conference centric fundraising, proactively engaging with SVP Regions, Areas and Conferences, ensuring that they have the resources, materials and information needed to fundraise. And innovate new ways to support Regions, Areas and Conferences with their Fundraising.

The role support corporate engagement and the development of corporate programme and strategy and administers the national CHY charity tax back programme for the Society.

2. ENVIRONMENT OF THE JOB

The SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including Social Housing, Child & Family Services, Retail, Administration and other specialist areas.

SVP is committed to ensuring that everyone we encounter, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. All employees are expected to act in accordance with SVP policies on Dignity & Respect and Safeguarding in respect of related Children and Vulnerable adults Safeguarding policies and procedures.

The Society is Christian based with a strong sense of Gospel values. The founder of the Society, Blessed Frederic Ozanam, was a devout Catholic and his legacy of spirituality remains a key element for volunteer members of the Society and underpins the conduct of conference meetings. It can often therefore be normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at meetings where members are in attendance as this underpins the ethos of the Society. There is no requirement for staff members to actively participate in the saying of prayers but to respect the ethos of the Society and be aware that this practice may occur.

About SVP's Fundraising Team

The SVP Fundraising team are based in SVP's Head Office in Dublin and work as part of the National SVP team. The SVP Fundraising team have won several awards including Gold at the An Post Smart Marketing Award 2018 and two silver awards at the AdFx Awards 2018. In 2021, the team won 3 silver Effies/ marketing effectiveness awards for Crisis Response / Critical Pivot; Positive Change – Brands, NFP, Environment or Social Good and Public Service, Government and Utilities categories.

The fundraising team works to a very diverse and challenging strategy that includes multiple income generating activities across a wide range of fundraising platforms.

3. GUIDANCE AND AUTHORITY

The job holder will report into the Head of Fundraising. The nature of matters referred upwards are those:

- Where practice or proposed practice places stakeholders in a position of risk e.g. a child, a vulnerable adult, members, volunteers, the reputation of the Society.
- Where decision will have a significant impact on the workload of others.
- Non- compliance of an agreed policy or procedure

- Action likely to adversely affect the Society

4. PRINCIPAL ACCOUNTABILITIES

ACCOUNTABILITIES	HOW ACHIEVED
1. Community Fundraising Administration	<ul style="list-style-type: none"> • Support Conference centric fundraising, proactively engaging with Regions, Areas and Conferences, nationwide fundraising initiatives such as Annual Appeal, Tap to Donate, toy appeal. • Ensuring that with Regions, Areas and Conferences have the resources, materials and information that they needed to fundraise.
2. Corporate Fundraising Administration	<ul style="list-style-type: none"> • Support corporate engagement and the development of corporate programme and strategy
3. CHY Administration	<ul style="list-style-type: none"> • Administrate the CHY Scheme and answer CHY queries. • Coordinate regional queries and claims. • Be responsible for all CHY programme administration.
5. Assist with the Annual Appeal	<ul style="list-style-type: none"> • Work with the team on developing and implementing the Annual Appeal campaign including TV, radio, digital, press and direct mail.

6. Assist in general administration and activities within the department	<ul style="list-style-type: none"> As directed by Head of Fundraising, such as participating in donor care as needed, CRM maintenance, donation processing, reporting etc.
7. Keep up to date with guidelines and regulations that affect the fundraising function within SVP	<ul style="list-style-type: none"> Addressing any areas of concern in conjunction with line management and or the appropriate department or function.
8. Other	<ul style="list-style-type: none"> In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer.

5. CHALLENGES

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

- Acceptance of the dynamic of a complex, national, membership organisation and an understanding of how this both contributes to and constrains the work.
- Influencing others not under direct authority.

6. OTHER INFORMATION

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such change.

The job holder must be available for some weekend and evening work. The post holder will be expected to use their initiative and be highly motivated.

The Society is committed to the Right to Disconnect Code of Practice which applies to all employees irrespective of where they work, be that office, service, home or other remote location, or their working pattern, either core, shift, or flexible hours.

Given the nature of our organisation employees may request or be required, depending on their role and agreement of management, to work in a more flexible manner and occasionally outside of their normal/standard working hours. Certain roles by their nature may have a requirement to work evenings or weekends and may be on a shift pattern (as detailed in the written particulars of employment), others may be required to attend evening or weekend meetings with members or may be subject to annual peaks and troughs in the workload. These are usually normal, expected

and foreseeable work-related requirements and staff should ensure that they receive the required breaks and compensatory leave as detailed in the Society's Time off in Lieu policy. Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

7. EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A FULLY ACCEPTABLE LEVEL

EDUCATION

- Educated to degree level in a marketing, communications or business area is desirable.
- Educated to Leaving Certificate level, however an office administration or computer software course would be beneficial.
- CII Fundraising Diploma Cert desirable

KNOWLEDGE

- Knowledge of the Society and of its mission and values.
- Knowledge of needs and issues of the poor and disadvantaged.
- Database knowledge.
- Good knowledge of marketing techniques would be desirable.

EXPERIENCE

- Strong administration and database management experience required is essential.
- Experience in similar role of community fundraising would be desirable.
- Experience of coordinating/ administering the CHY process desirable

SKILLS

- Excellent organisational and administrative skills is essential.
- Excellent communication skills verbal, by phone written and face to face is essential.
- Flexibility, innovation and initiative.
- Strong level of attention to detail.
- The ability to juggle a wide range of activities and priorities own workload and meet deadlines.
- Good software skills with a working experience in Word, Excel, Powerpoint, Outlook, databases etc.
- Ability to work well within a team as well as work on own initiative to achieve objectives.

The person must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible

- demonstrate sound work ethics

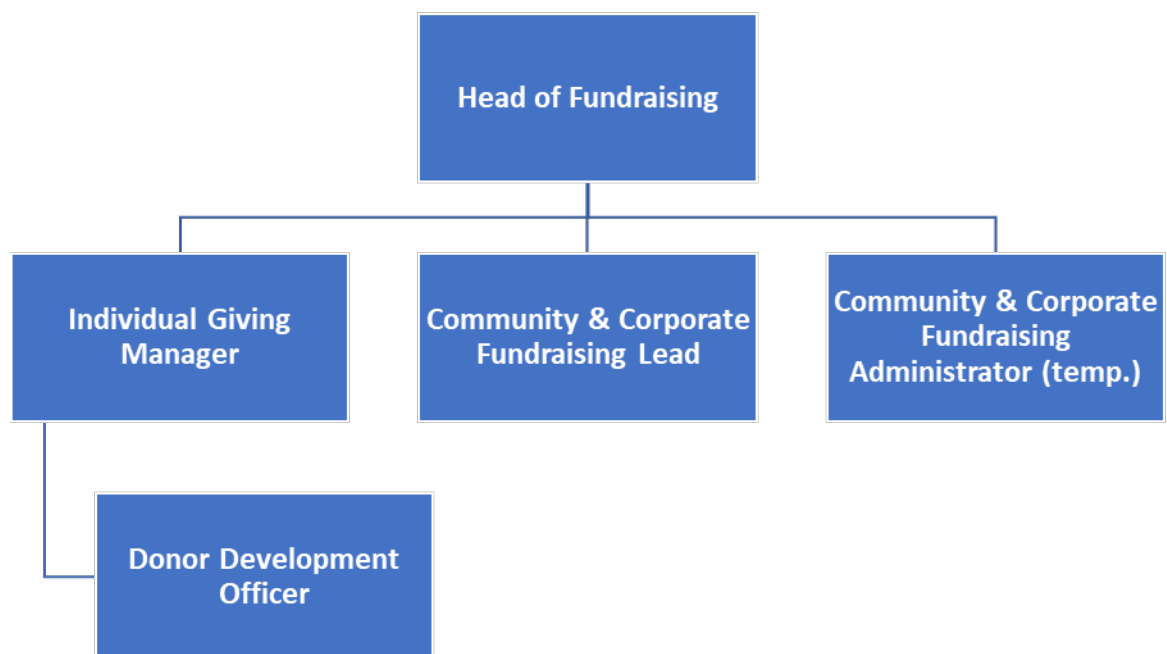
8. COMPENSATION AND BENEFITS

Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following probation period, with level of entitlement increasing with length of service
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)*
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leaveEducation Support
Hybrid/Flexible Working Available	SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy, where appropriate and subject to role requirements.

9. MAIN TERMS AND CONDITIONS

Contract Type:	Specific Purpose (Maternity Cover projected to end date 16 th August 2023)
Hours:	37.5 hours per week
Pension:	5% or 7% employer/employee contribution
Salary:	€33,756.57 per annum

10. STRUCTURE CHART



The information contained in this job description is a true and accurate reflection of the job as at the date specified.

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Job Holder

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Line Manager