



25 February 2019

Dear Applicant,

Many thanks for your interest in the Fundraising Assistant role at Redthread. Our fundraising team is extremely professional and highly successful, and this is an exciting opportunity to learn from the best as you develop your career in fundraising. Our work was featured on [BBC News](#) which gives a taster of what we do.

We are looking for an enthusiastic individual with a keen interest in fundraising who is highly efficient and organised, able to build strong relationships with a wide range of stakeholders, and who can write reports to a high standard.

In this application pack, you will find a job description with a person specification and the terms and conditions of the post. Please read through the person specification carefully as we will be shortlisting applications using these criteria. Make sure you tell us why you want to work for Redthread in your supporting statement.

You will find a copy of our application form and equalities monitoring form on our website at <http://www.redthread.org.uk/join-the-team/> Please send your completed application form and equalities monitoring form to applications@redthread.org.uk. We will accept applications until 10am on Monday 25 March 2019. Interviews will be held on Tuesday 2 April 2019 at our Victoria office.

Kind regards,

A handwritten signature in black ink that reads 'Jenny Baker' with a horizontal line underneath.

Jenny Baker
Chief Operating Officer

REDTHREAD'S YOUTH WORK PROGRAMMES

Redthread empowers young people to thrive as they navigate the challenging transition to adulthood by integrating trauma-informed youth work into the health sector. Whether a young person is seeking support for anxiety, needs help with an eating disorder, has been the victim of a stabbing, or has suffered a sexual assault, we support them to overcome the challenges they face through our dynamic youth work programmes.

The Well Centre is our unique partnership with a GP service, Herne Hill Group Practice, that provides young people, aged 13-20, with drop in access to GPs, CAMHS counsellors, and Redthread's experienced team of specialist youth workers. Whether in crisis or wanting a chat over a hot chocolate, young people have a safe place to raise their concerns and receive helpful and appropriate support and advice. 98% of young people who have visited the Well Centre say they would recommend it to their friends. The Well Centre receives some funding from Children in Need who filmed our work [for a TV advert](#).

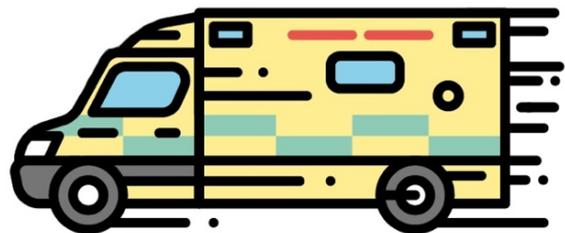
Every year thousands of young people find themselves in hospital A&E departments as the victim of serious youth violence. Redthread's Youth Violence Intervention Programme embeds youth workers in hospitals to intervene with these young people. The teams meet the young patients as soon as they can: in the A&E waiting room, on the ward, or even in the resuscitation bay. We believe that this moment of intense crisis, when the young person is nursing a serious injury in the daunting environment of a busy hospital, often alone, can be a catalyst for pursuing positive change – a 'teachable moment'. The programme is well established at London's Major Trauma Centres, and in 2018 we launched our work in QMC in Nottingham, QE and Heartlands Hospitals in Birmingham and Homerton Hospital in Hackney. We also provide support to young people who have been admitted to adult wards through our involvement in KAOS – King's Adolescent Outreach Service. Our work was featured on [BBC News](#) which gives a taster of what we do.

"I need this don't I, this is an opportunity for me; to be able to work with you, any of you, could change things for me. I'm ready for that. I'm in! You don't need to ask me again - I'm 100% on board, whatever I have to do. I'm doing it."

A young person's reaction to being introduced to Redthread

"Redthread youth workers are doing an incredible job helping young victims to move away from the circles that led to them getting hurt"

Sadiq Khan, Mayor of London



FUNDRAISING ASSISTANT

JOB DESCRIPTION

Job title: Fundraising Assistant

Work Area: Fundraising Team

Salary: £21,000 - £24,000

Hours: 37.5 hours per week, normally 9.30am to 6pm Monday to Friday, with some evening and weekend work

Contract: Permanent

Reports to: Fundraising Manager

Location: This post will be based at Redthread's main office in Victoria, London with travel to other Redthread project locations.

Main purpose of role

To support all activities of the Redthread fundraising team and provide exemplary supporter care to help the team meet an ambitious income target.

Main duties and responsibilities

Fundraising

1. Process donations from individuals, thanking and providing ongoing stewardship to donors where appropriate.
2. Respond to queries and provide general supporter care for the fundraising team.
3. Accurately process, clean and import monthly financial reports into the fundraising database, Donorfy. (Training on how to use Donorfy will be provided.)
4. Manage the administration of recurring payment instructions, gift aid claims and other monthly processes on the fundraising database.
5. Write and schedule content for Redthread's social media accounts and support the Communications Manager with communications activity.
6. Work with the Programme Coordinators to compile monitoring and impact data for funder reports.
7. Work with the Community Fundraising Manager to process challenge event registrations and stewardship of volunteer fundraisers taking part in challenge events.

8. Work with the Community Fundraising Manager to support the management and administration of Redthread's fundraising materials.
9. Work with the youth work Team Leaders to support the 'Redthread Champions' scheme within each of the hospitals, providing stewardship and materials.
10. Represent Redthread at fundraising events, being a proud advocate for the organisation and for young people.
11. Be a strong team player – supporting and contributing to all the activities of Redthread's wider head office team as required, seeking opportunities to share knowledge and ideas, and being willing to jump in when we need 'all hands on deck'!

General

12. Have an active interest in charitable fundraising and the third sector in general.
13. Contribute to regular updates across the organisation, reporting internally on recent successes and plans.
14. Actively participate in staff meetings, session evaluations, supervision/reviews and planning sessions and in Redthread's overall development, including input on the needs of young people, ideas for new projects, and the on-going development of existing projects.
15. Assist in maintaining good working relations with Redthread's stakeholders, project partners and with other agencies and represent Redthread at external meetings as required.
16. Encourage and enable young people to participate in all forms of decision-making and management of Redthread's projects, with the ultimate aim of empowering them to shape the services and activities provided for them. To ensure that all young people have equality of access and that the programme promotes opportunities for all young people.
17. Assist the team in ensuring that all Redthread policies and procedures are followed, including Health and Safety, Safeguarding, Data Protection and Equal Opportunities. Report any concerns to an appropriate member of the SMT.
18. Work as a member of the Redthread team and assist as required across all the organisation's projects, including carrying out any other duties that may be required to meet the needs of the organisation.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing administrative support within an office • Experience of designing, following and improving processes to improve efficiency • Experience of delivering excellent customer/supporter care • Experience of supporting events 	<ul style="list-style-type: none"> • Experience of working/volunteering alongside a professional fundraising team • Experience of using databases to accurately record information
Knowledge	<ul style="list-style-type: none"> • General understanding of the income requirements, opportunities and challenges facing charities/non-profits 	<ul style="list-style-type: none"> • Knowledge of issues facing young people • Working knowledge of Donorfy • Familiarity with basic design tools
Skills	<ul style="list-style-type: none"> • Exceptional communication skills with the ability to engage and build strong relationships with a wide range of people • Excellent writing skills and ability to adapt communications to different audiences • Ability to work with spreadsheets and data with comfort • Outstanding attention to detail with a consistent commitment to high quality • Excellent numeracy skills • Efficient in the use of Excel and able to quickly learn new IT systems 	<ul style="list-style-type: none"> • Working on Mac-based IT systems
Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or equivalent professional experience 	
Professional attributes	<ul style="list-style-type: none"> • Genuine enthusiasm for Redthread's work • Highly self-motivated and committed to personal development • A flexible and committed team player • Effective time management skills and an ability to prioritise tasks and work to multiple deadlines • A commitment to and understanding of equal opportunities issues as they apply to all aspects of Redthread's work 	

Safeguarding

Redthread puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues.

Equal Opportunities

Redthread is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.