

**Job Description**

**Role:**  Fundraising and Communications Assistant

**Reporting to:** Supporter Development Manager (SDM)

**Location:** St Pauls, Bristol

**Job Purpose:** To support fundraising and communications activities so that One25 can deliver high quality services to marginalised women.

**Job accountabilities:**

* Provide practical and administrative support to the fundraising and communications (FR&Comms) team.
* Be One25’s supporter database champion ensuring good data quality to inform ongoing delivery of fundraising and communications activities.
* Contribute to social media, website, annual report mailing, preparing for events and wider work as required.
* Support One25’s donor and community fundraising activities and assist with communications with our supporters.
* Oversee One25’s gift in kind donations from supporters.
* Any other duties that reasonably fall within the remit of the role.

**Person Specification**

**Essential Criteria**

* Knowledge of effective administrative systems and using databases.
* Highly organised and able to plan, manage and deliver multiple tasks, deadlines, and demands effectively.
* Proficient in using IT systems including Microsoft 365 (Word, Outlook, Excel, PowerPoint, Teams).
* Excellent written and oral communication skills and able to motivate and enthuse others.
* Able to work in a team and maintain positive, professional relationships internally and externally.
* Strong attention to detail, and able to produce accurate and prompt minutes.
* Flexible, pro-active with a can-do approach to problem-solving.
* A genuine commitment to One25’s values and to supporting marginalised women.
* Willingness to work outside usual hours occasionally.