

Vacancy 2010: Administrator / Fundraiser

Purpose of the role

- To help ensure the smooth running and organisation of the office.
- To assist the organisations in obtaining resources for the service. This could be: Money , help in kind or equipment.

Main duties and responsibilities include:

Administration

- Greeting clients
- Updating databases and information systems
- Taking minutes at meetings, filing
- Answering the telephone, taking messages where appropriate
- Ordering stationary and other necessary items
- Ordering and organising leaflets

Fundraising

- Identifying possible sources of funding in the community such as local businesses, individuals and charitable trusts
- Developing a relationship with local funders so that they are aware of our activities
- Developing and maintaining a database of supporters
- Developing a 'Friends of Comm-tech' group to encourage and promote community fundraising
- Drafting publicity materials for fundraising campaigns
- Attending/Organising fundraising events

Personal skills and qualities that an Administrator Fundraiser needs:

- Interest in IT and IT literacy higher than average
- A good telephone manner
- To be organised and systematic
- Excellent communication skills, both orally and in writing
- A willingness to attend training and other meetings
- A desire to take on new challenges
- To be able to work as part of a team

Please email your CV to: ops@communitytechnology.org.uk

Note this position is funded by Future Jobs Fund. As such the initial contract is for 6 months only, applicants must be under 25 years of age at time of appointment, and must also have been on JSA for 6 months or more.