



Job and person specification: Income Generation Assistant

Department: Engagement & Income

Location: CPRE national office

Reporting to: Head of Income Generation

Responsible for: N/A

Job summary

To provide administrative and project support to the Income Generation team and Director of Engagement and Income.

Scope

- Will make recommendations but also some low-risk decisions, getting sign-off for higher risk ones
- Will influence team at a low level

Key relationships

- Internally – own team and other teams within own area
- Networks – county branches and volunteers
- External - stakeholders including suppliers, third party providers, agencies and companies

Key areas of responsibility

- Working across the Income Generation team supporting in the implantation of the operational plans, taking ownership on specific projects as required
- Provide administrative support to the Director of Engagement and Income and Head of Income Engagement, as well as other team members, as required (including participating in staff meetings)
- Provide support to and attend CPRE events where appropriate, including occasional support to teams outside the department or the wider CPRE Network, at their request and with line manager's approval, for special cross-organisational projects
- Support with the management and coordination of third party suppliers and agencies
- Work with the team to implement mailing, communication and fundraising programmes
- Support team by providing strong relationship building skills with internal and external stakeholders
- Ensure the database is kept up to date and used accurately and appropriately
- Role model CPRE's values and behaviours
- Proactive responsibility for own development through learning, networking, self-appraisal and other opportunities for growth
- Support with reception duties as required



- There may be occasions when working out of hours is required to attend support events (evenings and weekends)

Essential

Administrative experience
Experience in working within a team environment

Have an interest in fundraising, and be passionate about gaining experience in this area

Good literacy and numeracy skills
Basic IT skills including Word, Excel, PowerPoint and database

Good communication and written presentation skills
Confidence to engage with supporters via email or on the phone
Strong organisational skills with excellent prioritisation and time management skills

Excellent attention to detail
Ability to work effectively under pressure working on multiple projects, often conflicting deadlines
Good interpersonal skills
Recognise when there is a need for change or improvement and adapt quickly
Respond positively to constructive feedback

Occasional evening and/or weekend work will require some flexibility in working hours from time to time

Desirable

Experience of working or volunteering for a third sector organisation
Knowledge of environmental or countryside issues
Experience of digital fundraising and/or marketing and/or print
Some experience in a marketing, design or fundraising environment

Degree in a relevant discipline (Marketing, fundraising, communications)

Knowledge of Fundraising Code of Practice, Charity Commission Guidance for Fundraising, Institute of Fundraising Guidance and GDPR

Dealing with external and internal stakeholders at a senior level

Good networking skills