



Administrative Assistant

Post:	Administrative Assistant
Reports to:	Fundraising Manager
Place of work:	Hybrid – Home working/Aldgate East, London. Minimum of 2 days in the office
Hours:	Flexible/Part time – 15 hours per week
Terms of employment:	Permanent
Salary:	£11,000
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Annual Leave:	10 days + Pro-rata bank holidays

Why Work for CHECT

- Small friendly team which allows for greater autonomy, collaborative and agile working
- Enhanced sickness and maternity policies
- Occasional weekend work to attend events, for which TOIL will be provided
- Training opportunities for all staff
- Hybrid working between London office & working from home
- Nest pension contribution

Summary

We are looking for someone who is passionate about helping families affected by retinoblastoma and shares our values and support the team through administrative tasks, contributing to appeals, expanding our social media and website content and supporting our exciting fundraising efforts.

General:

Process new supporters and input fundraising data onto our CRM database (ThankQ) in a timely and accurate manner

- Manage Gift Aid processes and documentation
- Review and update database records to ensure accuracy and integrity of data
- Scan and attach documents into ThankQ
- Run data reports for the team
- Assist with online fundraising reports, new initiatives and campaigns
- Scan and record GDPR consents on ThankQ
- Managing info@ email box

- Receive and send post, upload documents to TQ and ensure correspondence is communicated to the team
- Process and record donations in a timely manner
- Maintain CHECT resources - sourcing & ordering stock
- Prepare & organise team meetings – both virtual and in person
- Amend the webpages as and when needed

Stewardship:

- Create and send thank you letters and certificates, and process all requests for fundraising materials
- Research potential new partners
- Communicate with our donors including Regular Givers and Lottery players.
- Contribute to appeals, marketing materials and digital content, including social media posts

Person Specification:

- A professional, proactive person with the ability to work well against deadlines
- An open communicator, flexible and friendly, working well as part of a small, highly committed and enthusiastic team

Essential skills and experience

- Empathy with the core goals and purpose of the charity
- A team player
- Educated to A-Level or higher (English and Maths GCSEs required)
- IT literate and highly competent in MS Office and database management
- Experience of using Adobe CC and WordPress would be advantageous
- Exceptionally well organised with strong attention to detail
- Good written, verbal communications and telephone manner
- Ability to work with initiative, discretion, confidentiality and under pressure
- Ability to prioritise and manage a mixed workload

Deadline for applications:

30th April 2025