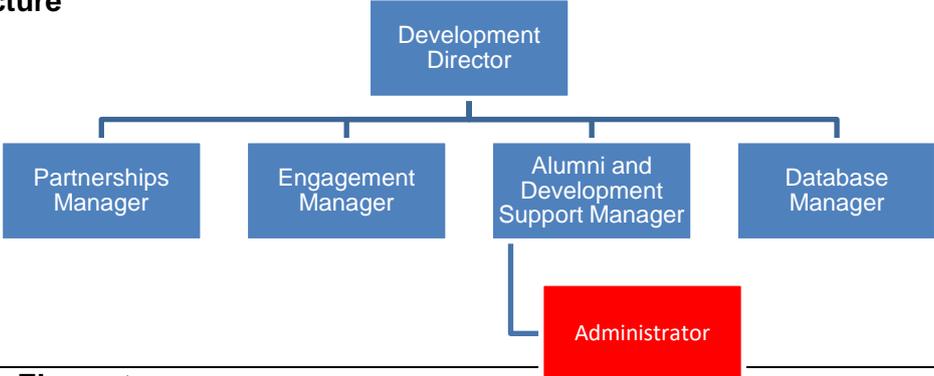




<b>JOB DESCRIPTION</b>			
<b>Department</b>	Development	<b>Date</b>	February 2023
<b>Responsible to</b>	Alumni and Development Support Manager	<b>Responsible For</b>	N/A
<b>Location</b>	Christ's Hospital, Horsham (Office based)	<b>Key Relationships</b>	Alumni, parents and other supporters Development staff Academic and other CH staff External suppliers
<p><b>Job Purpose</b></p> <ul style="list-style-type: none"> <li>To provide excellent administration and supporter care and play a key role in the success of Christ's Hospital's charitable mission.</li> </ul>			
<p><b>Responsibilities/Accountabilities</b></p> <ul style="list-style-type: none"> <li>Being the first point of contact for all department enquiries and responding and re-directing as appropriate</li> <li>Handling and dealing with confidential supporter information and updating CRM database appropriately.</li> <li>Process all monetary income such as donations, gift aid and bequests.</li> <li>Reconcile monthly financial income and produce reports for accounts.</li> <li>Produce written communications to donors and stakeholders.</li> <li>Initiate, process and maintain an accurate record of compliance documentation.</li> <li>To provide administrative support for department events including producing invitations and monitoring responses</li> <li>Being present at events to assist with set up and hosting guests.</li> <li>Scheduling and co-ordination of volunteer board meetings, and production of meeting minutes and actions</li> <li>Establish and maintain excellent working relationships with colleagues, supporters and other business contacts to enable you to collate responses, chase for information, and follow up outstanding actions</li> <li>Undertake ad-hoc office administrative duties for the wider team.</li> <li>To carry out such duties that may be reasonably required by your line manager.</li> </ul>			
<p>Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>			
<b>PERSON SPECIFICATION</b>			
<p><b>Experience</b> <i>(Types of experience needed)</i></p>	<ul style="list-style-type: none"> <li>Experience of working professionally with a wide range of individuals</li> <li>Experience in a range of general administrative duties</li> <li>Experience of routine financial administration (preferred)</li> <li>Able to multi-task effectively</li> <li>Experience of event administration and logistics (desireable)</li> <li>Working within a charity organisation (desirable)</li> </ul>		

<p><b>Qualifications</b> <i>(Minimum qualifications needed, relevant experience may be a substitute)</i></p>	<ul style="list-style-type: none"> <li>• Good general standard of education including C or equivalent pass at level 2 (GCSE or equivalent) in Maths and English.</li> </ul>
<p><b>Skills &amp; Abilities</b></p>	<ul style="list-style-type: none"> <li>• Excellent organisation and administration skills</li> <li>• Strong IT skills including the ability to use a variety of software packages to manage data and produce documents.</li> <li>• Ability to plan and organise work to meet varying deadlines.</li> <li>• Ability to work on own and take initiative.</li> <li>• Strong interpersonal and customer service skills</li> <li>• Excellent written and verbal skills</li> <li>• Excellent attention to detail</li> <li>• Ability to be flexible and work as part of a small team</li> </ul>
<p><b>Reporting Structure</b></p>  <pre> graph TD     DD[Development Director] --&gt; PM[Partnerships Manager]     DD --&gt; EM[Engagement Manager]     DD --&gt; ADSM[Alumni and Development Support Manager]     DD --&gt; DM[Database Manager]     ADSM --&gt; Admin[Administrator]   </pre>	
<p><b>Additional Work Elements</b></p> <ul style="list-style-type: none"> <li>• Occasional weekend or evening work will be required with advanced notice, for which time off in lieu will be given</li> <li>• In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared</li> </ul>	