



CoppaFeel!
Fundraising Assistant (FTC) Job Description

June 2022

Job Title:	Fundraising Assistant
Salary:	£25,000 per annum, pro rata
Hours of work:	37.5 hours per week / Full time (Occasional evening and weekend work may be required)
Term:	3 month fixed term contract, full time
Location:	Based at Boob HQ in London Bridge (mixed with remote working)
Start date:	August 2022

ABOUT THE ROLE

The Fundraising Assistant will be a member of CoppaFeel!'s Fundraising team – along with the Director of Fundraising, Head of Community Fundraising, Head of Partnerships, Head of Partnerships (ASDA lead), Partnerships Manager, Challenge Events Manager, Corporate Partnerships Officer and Fundraising Exec.

The reason for this role, and for the nature of the length of the role, is that October is our busiest month of the year - Breast Cancer Awareness Month (BCAM). It is when we are managing the most amount of Corporate Partnership activities in one go, it's when we receive the most amount of fundraising enquiries and it's when our fundraisers need the most amount of support from us to make a success of their efforts. It's a lively, fun, interesting and fast paced time and we actually find that September is just as busy as the plans are coming together. As we have grown as a charity, it has started to become a time where our staff resources can't allow us to make the most of the opportunities so we would like someone to join our team to help and support us in maximising this time of year.

This is a brilliant opportunity for someone to learn more about fundraising, donor stewardship and Corporate Partnerships at CoppaFeel!. The right candidate will be someone who possesses the values of CoppaFeel!, has great communication skills, a can-do attitude and a real desire to change lives and behaviours.

ABOUT COPPAFEEL!

CoppaFeel! exists to educate and remind every young person in the UK that checking their chest isn't only fun, it could save their life. We are the first breast cancer charity in the UK to create awareness amongst young people, with the aim of instilling a new, sustainable, and healthy habit that could one day save their life.

We are a small team which, collectively, has one almighty big voice. We were founded out of a need to correct the disadvantage that young people experience when they are not



represented in or cannot see themselves reflected in the work of other organisations working in this space. That means that many young people are diagnosed late, or die from this disease. Our team is driven to change this.

CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering everyone to be proactive about their health and body, as well as their outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here and continue to be supported by people like you, we will do all we can do to make sure that this doesn't continue to happen.

POSITION IN ORGANISATION

- Reports to Lucy Jackson, Head of Partnerships - Asda
- Will work closely with Challenge Events Manager, Partnerships Manager, Corporate Partnerships Officer and Fundraising Exec
- Sits within the Fundraising team

DUTIES AND RESPONSIBILITIES

Supporter care of CoppaFeel! fundraisers/donors

- Thank supporters and donors in a timely manner
- Sending fundraising packs
- Help to manage the incoming fundraising enquiries

Events fundraising

- To represent us at our Fundraising events as needed to steward event participants
- To help with the coordination of materials pre and post CoppaFeel! events
- To assist in logistics planning
- To assist in coordination of volunteers pre and during event
- To motivate and steward events fundraisers by phone, email, social media and any face-to-face events as necessary to help them reach their fundraising targets

Corporate Partnerships

- To support with the deliverables required by our Partners for BCAM
- Help to manage the enquiries from potential new partners
- Complete research and due diligence checks on partners
- To source gifts to thank our partners



General role responsibilities

- Assisting with the day to day running of CoppaFeel!'s fundraising programmes with administrative duties, such as; keeping the database and volunteering platforms up to date and coordinating fundraising materials stock and fulfilment
 - To maintain and monitor donor consent from fundraisers and website enquiries to keep CoppaFeel! communications in line with GDPR regulations
 - To support the Fundraising Team wherever needed on projects that we have committed to for 2022
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SKILLS, KNOWLEDGE, PERSONAL ATTRIBUTES

- Great organisational skills
 - Great time management skills
 - Ability to work effectively with colleagues at all levels across the department and organisation
 - Ability to plan and meet deadlines
 - Comfortable meeting new people and building rapport
 - Good initiative with a hunger to learn
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GENERAL DUTIES OF A COPPAFEEL! TEAM MEMBER

- To work harmoniously and effectively with colleagues
 - To participate, as appropriate, in staff forums and meetings
 - To adhere to CoppaFeel!'s Policies and Procedures
 - To be flexible with working hours and be willing to work weekend hours where appropriate (i.e. fundraising events)
 - To carry out other tasks as required by the CEO & Director of Fundraising from time to time
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HOW TO APPLY

Please complete the application form on our website, submitting your CV with a covering letter explaining why you'd make a great candidate for this role.

Applications will close on Monday 27th June at 9am with interviews taking place during w/c 4th July. Please let us know if you have any accessibility requirements or need any adjustments for interview.



MAIN BENEFITS, TERMS AND CONDITIONS

Annual Leave:	22 days pro rata (plus public holidays)
Notice Period:	2 weeks
Benefits:	Monthly fitness bursary, Employee Assistance Scheme, access to our mental health support programme - 'Self Space', a hybrid of office and flexible working
Expenses:	Travel for events, and food during events will be reimbursed

EQUALITY, DIVERSITY AND INCLUSIVITY STATEMENT

At CoppaFeel! we support a diverse range of communities and we understand that effective recruitment is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from people identifying with a minority ethnic background, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognise the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.

For more information about equal opportunities and our values, head to our [website](#).

GDPR STATEMENT

We will always endeavour to keep any personal information you share with us safe. We are committed to using your personal information in accordance with applicable laws – and only using your personal information where you would reasonably expect us to. For more information on how we look after your information please see our privacy policy. This policy allows you to understand how and why and where we may collect and use your personal information.