



Job Title:	Community and Events Fundraising Assistant
Reporting to:	Community and Challenge Events Manager
Salary:	£27,170
Location:	Head Office, Central London. Hybrid option available with minimum of 2 days in the office.
Hours & Basis:	Monday – Friday, 9am – 5pm

About this role:

We are looking to recruit an enthusiastic Community and Events Fundraising Assistant to support Place2Be's Community and Events Team (please note that Events refers to challenge events such as the London Marathon). You will be joining a small but dynamic team consisting of a Head of Community and Events, Community and Challenge Events Manager, and Community and Challenge Events Officer. You will play a key role in raising a team income of £601k for 2025/2026. The successful candidate will provide excellent customer service, administrative and project support, and lead on a selection of projects, to enable the team to achieve its income target. When interest in children's mental health has never been stronger, this is an exciting time to be joining our dynamic organisation and make a real difference to children's futures.

This is a fantastic opportunity for someone wanting to get into fundraising or to broaden their knowledge of community and challenge events fundraising.

Key Responsibilities:

The post holder will support the Community and Events Fundraising Team to deliver their work effectively and ensure high-level of customer service to our supporters. Key responsibilities:

Provide excellent customer care and deliver high standards of stewardship

- Manage the team inbox and act as first point of contact for inbound fundraising enquiries.
- Steward a selection of community and events fundraisers throughout their fundraising journey.
- Support the team in delivering stewardship as required e.g. phoning and emailing supporters.

Provision of administrative and project support

- Provide support with key events and activities (such as Children's Mental Health Week and The London Landmarks Half Marathon).
- Lead on a range of projects, including volunteer recruitment for challenge events, management of Royal Parks Half Marathon, and securing fundraising from supermarkets.
- Manage fundraising material stock levels and send out materials to supporters.
- Attend community and events activities such as London Marathon and school assemblies, playing a key staff role. This may involve some weekend working but you will receive time off in lieu.



- Ensure all supporter data is logged accurately on the fundraising database, CharityCRM. Assist with amendments and data cleaning.
- Support on additional administrative tasks such as keeping the community and events section of the website up to date.

Develop and maintain knowledge of the fundraising marketplace and be familiar with Place2Be activities

- Develop and maintain up to date knowledge of charity law and best practice in the area of community and events fundraising.
- Maintain an up-to-date knowledge of the fundraising market and activities of other organisations to identify opportunities for development.
- Build an understanding of the work of Place2Be and be able to talk about this confidently with supporters.
- Provide information and advice regarding the community and events fundraising programme to colleagues in other teams.

What you will need:

- Proven track record of effective administrative work in private/non-profit organisation*
- Good working knowledge of MS Office applications, in particular Microsoft Word and Microsoft Excel
- Experience of working with databases/CRM systems
- Experience of project management
- Experience of supporting team members on projects or tasks*
- Excellent attention to detail and pragmatic approach to problem solving, with ability to generate ideas and solutions
- Excellent customer service skills both written and verbal, with an ability to communicate with a wide range of people both internally and externally*
- Can demonstrate a pro-active and flexible approach with the ability to collaborate and work well in a team
- Proven interest in the charity sector
- A personal commitment to creating an equal, diverse and inclusive culture
- A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>

** Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.*