

Fundraising and Resources Administration Officer

Description

Can you work **collaboratively** with others? Do you strive to continually learn and **improve** the way you work? Do you have excellent **communication skills**? Are you **organised, committed** and **adaptable**, with the motivation to make a difference? If the answer is yes, we would love to hear from you.

About the job

Position Title: Fundraising and Resources Administration Officer

Location: Portsmouth

Contract: Permanent

Salary: £20,814 – £23,043 per annum (dependent on skills, experience and qualifications)

Hours: 37.5 hours per week

Responsibilities

What is the role?

Motiv8 is a vibrant local youth charity, which supports young people and their families. Our work takes place in the heart of the community, with teams based in Portsmouth, Havant, Gosport and Fareham. Motiv8 teams deliver a range of free services including; family support, youth mentoring, wellbeing provision, targeted group work, youth clubs, detached street based youth work, employability support and alternative learning. Our vision is to create safer communities where young people feel inspired and empowered to reach their potential, and thrive.

We are looking for an exceptional individual who can join our vibrant Head Office team, covering responsibilities for the Fundraising Team and the Resources Team.

What does a day in the life of this role look like?

This role is a busy and varied one, based from our dedicated young people's centre

Hiring organization

Motiv8 South

Employment Type

Full-time

Duration of employment

Permanent

Job Location

Unit 2 & 3 Cumberland Gate, PO5
1AG, Portsmouth, Hants

Working Hours

37.5 hours per week, Monday to
Friday

Base Salary

£ 20814 - £ 23043

Date posted

June 28, 2023

Valid through

19.07.2023

and Head Office in Portsmouth. This role will support both the Fundraising team and Resources team, providing efficient administrative and business support across both.

About the Fundraising Team: Motiv8 has a small dedicated Fundraising Team who support all our Fundraising efforts including; Trusts, Grants and Foundations, Community Groups, Individual Donors, Community Groups and Corporate partners.

About the Resources Team: The Resources team includes the HR and Finance functions for the whole organisation, alongside overseeing resources within the organisation to meet Motiv8's business objectives.

Your duties will vary but you will be required to undertake relationship management, marketing and upkeep of the CRM database for the Fundraising team alongside monitoring and administrative support. Alongside this, you will also be required to undertake HR tasks such as updating and maintaining the HR monitoring system, contracts, inductions and training and to support the Resources Manager with day to day tasks.

What to expect:

Your work will be varied but you will be part of a strong and vibrant team. You will be supporting 2 separate teams and so you may be asked to undertake a wide variety of tasks. You will need to be a multi tasker with experience in administration or business support. You will be working within a community based young people's venue so you young people may present themselves at the venue. The Fundraising and Resources teams are small and so you will be required to work across the whole of the back office, supporting teams as necessary including covering reception and opening/closing the venue.

Core hours are Monday to Friday 9.00am-17.00pm.

Qualifications

What we are looking for

About you:

- Passion for supporting and empowering young people and families
- Creativity and solution focused thinking
- Respectful, honesty and integrity
- Ability to be adaptable, approachable and flexible

- High commitment to continuous professional practice and to continually look for ways to improve
- Be able to learn from experiences
- Be able to work collaboratively
- Multi tasker
- Ability to develop and coordinate systems

Motiv8 is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate for the post, including checks with past employers and the Disclosure and Barring Service (DBS)

We would welcome applications from individuals from underrepresented groups, including:

- black, Asian and minority ethnic communities
- those who identify as LGBTQ+
- those living with a disability.

Job Benefits

What we offer:

In return for your hard work, we offer:

- Annual leave: 24 days for the first 5 years increasing to 27 days after 5 years and additional holiday for further long service
- Holiday purchase scheme to provide additional flexibility.
- Pension contribution of 3%
- Continued wellbeing and welfare support to staff, through regular supervision, appraisals, staff feedback and access to support networks and 24 hour counselling access through the company Employee Assistance Program.
- A comprehensive training package, to provide you with personal and professional development and to support your continuous professional development
- Thorough induction into core modules of work, providing you with a solid grounding in the field
- Job role progression routes through a company competency framework
- A challenging but rewarding work environment where you can make a difference
- A value driven culture that focuses on the employee and their needs
- Positive work culture – holding an Investors in People Gold accreditation

Contacts

To apply for this role, please click [here](#). This will take you to our online recruitment portal, where you can register your details and upload your CV, supporting statement and monitoring information.

A copy of the application guidance and all links can be found below:

Application guidance: <https://sway.office.com/GryzFUjK65ECA9uZ?ref=Link>

If you have any queries regarding this role, please contact Marina Tuck marina.tuck@motiv8south.org.uk.

Interviews may be conducted by phone/video/online – method to be advised and details will be given at offer of interview.

Safeguarding statement and pre-employment checks

At Motiv8, we are fully committed to ensuring the safeguarding and welfare of our clients at all times. As part of our Safeguarding Policy and Procedures, all of our employees and volunteers will be expected to comply. All successful applicants will be required to complete the following pre-employment screening checks:

- An identity check (photo ID)
- Receipt of a minimum of 2 references (one to be from most recent employer)
- Documentary evidence of right to work in the UK
- A satisfactory Disclosure and Barring Service (DBS check)

The closing date for this role is **midday on 19 July 2023**

Click [here](#) for a copy of the Fundraising and Resources Administration Officer job description/person specification

Click [here](#) for a blank copy of the supporting statement form