

Information pack

Events Assistant

2 November 2009

Events Fundraising Assistant

Dear applicant

Thank you for your interest in the above position with Alzheimer's Society. Please find enclosed an information pack as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular, setting out the ways in which you meet the competencies outlined in the job description. You should provide clear and concise examples of a time when you have had to use the necessary skills.

Please indicate on your application whether you are interested in a full time or part time role and if part time how many hours you would consider working.

The application should be typed or completed in black ink. The panel will be considering the presentation of your application during the selection process.

Your completed application and any additional papers should be returned to us by **5pm on 18/11/2009**. Late applications will not be accepted.

Please send your completed application form to:

**Recruitment
Human Resources
Alzheimer's Society
Devon House
58 St Katharine's Way
London
E1W 1JX**

Or e-mail recruitment@alzheimers.org.uk

Yours faithfully
The Recruitment Team

Events Fundraising Assistant

Information for Candidates

Alzheimer's disease and dementia

Alzheimer's Society is concerned with all forms of dementia, of which Alzheimer's disease is the most common. Structural and chemical changes in the brain are responsible for the devastating effects of dementia which include deterioration of memory, confusion over time and place, changes in personality and behaviour together with the loss of everyday skills such as driving or telling the time and, as the disease progresses, the ability to wash or dress or even recognise friends.

More than 700,000 people in the UK have some form of dementia - one in 20 of those aged 65 or more and one in five of the over 80s. As the population ages we expect this figure to rise and demand for specific services to grow.

Alzheimer's Society

Alzheimer's Society is the leading national care and research charity for people with all forms of dementia, their families and carers. We offer support, give information and advice, run day care and home care services, campaign for adequate benefits, proper assessment and high quality care and we fund research into the causes and possible treatments for dementia.

The Society delivers its services through a combination of national and local activity and last year provided help to over 100,000 people.

The Society had a total income of £41m in the last reported financial year (2006/07), and this continues to grow rapidly. The main sources of funds are through fundraising, legacies and statutory/contract income.

Alzheimer's Society is made up of approximately 240 local branch operations, varying in size from £10k to £600k pa, supported by a central office based in London. We employ approximately 1,800 staff and benefit from the time and commitment of up to 5,000 volunteers covering a range of duties from direct care to finance. The Society has grown to this size in under 30 years, and is still ambitious. The challenge is to build on its successes, to actively pursue growth and develop services across the country, whilst at the same time improving governance arrangements and the management of risk.

Financial picture

The Society had a total income of more than £40 million in the 2006/07 financial year. There were three main elements of income – grants and contracts for services in Alzheimer's Society branches (36%), membership, donations and fundraising income (57%), and other income including trading and investment income (7%).

Total charitable expenditure for 2006/07 grew by 18% to £37.6 million. Expenditure was spread across the following areas: care services (79%), campaigning and awareness raising (3%), research (5%), fundraising (12%), and governance (1%).

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Fundraising

Alzheimer's Society raises funds nationally and regionally from individuals, companies, trusts and statutory bodies and also by trading greetings cards, gifts and promotional goods. Fundraising activities include individual giving, events, in-memoriam donations, a national raffle and trading catalogue, legacies, regional and local fundraising, and the operation of the Society's membership scheme.

Fundraising reflects the values of the Society and is carried out to the highest ethical standards. Alzheimer's Society is a member of the Fundraising Standards Board.

Events Fundraising Assistant

Alzheimer's Society

Job Description

Events Fundraising Assistant

Salary: **£19,866 pa**

Contract: **Fixed 6 month contract**

Location: **Tower Hill**

Reports to: **Events Fundraising Officer**

1. Main Purpose of job

To support the delivery of Alzheimer's Society fundraising events, including overseas challenge events, parachuting and general fundraising events.

2. Position in Organisation

Reports to Events Fundraising Officer.
Part of the Events Team.

3. The Scope of the job

To offer outstanding customer care
To carry out administrative tasks including mailings and data recording
To support the Events Officer in the delivery of a portfolio of national and overseas events

4. Dimensions and limits of authority

Accurate keeping of data and all information relevant to events
Responding to participant's requests and fulfilment of materials

4. Duties and key responsibilities

Respond to all requests for information
Logging of data and information on events
Monitor and chase income when required
Development of relationships with supporters / participants
Data input of participants personal information
Fulfilment of regular participant communication mailings
To be responsible for stock levels and ensuring new stock is ordered in good time

5. Customer Care

To ensure all responses are handled within agreed standards
To represent the Society at external events and ensure that events participants are well taken care of in order to encourage donor retention and repeat support.

6. Administrative tasks

To maintain the fundraising database to agreed standards.
To fulfil mailouts to supporters.

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To be responsible for stock levels and ensuring new stock is ordered in good time.

Add enquiries to database

Set up records from justgiving alerts

Send out fundraising materials to participants

Make up and send out fundraising packs as required

7. Other

To work out of normal office hours as required by the events programme.

To represent the Alzheimer's Society both internally and externally, at events and meetings.

To carry out any other tasks as are commensurate with the general level of this post as requested by Events Officer.

Person Specification

All of the following requirements are essential and will be assessed from a combination of information provided from the application form, extended interview process, panel interview and references:

Those marked with an asterisk are desirable rather than essential

Education / Qualifications / Knowledge

Numerate and literate, good standard of education

Knowledge of MS Office (word, excel, powerpoint)

Knowledge of Charity Law *

Knowledge of fundraising databases *

Experience

Administrative experience

Experience of working with databases.

Experience of working in customer relations environment

Skills / Abilities

Excellent communication skills, especially verbal

Ability to build and maintain relationships with 3rd parties

Ability to maintain records accurately

Excellent interpersonal skills

Ability to work to deadlines

Ability to work on a number of projects at the same time

Personal Qualities

Ambitious, innovative, target driven and self-motivated.

Able to show empathy for people with dementia and their carers.

Trustworthy, patient and a good relationship builder.

Enjoys working as part of a team.

JOB APPLICATION GUIDELINES

Events Fundraising Assistant

Alzheimer's Society aims to be an equal opportunities employer. We aim to treat every applicant fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be invited for interview, so it is important that you complete it with care. To help you, please follow these guidelines.

1. Please complete all sections of the form.
2. Please complete the application form in black ink, as it will be photocopied. Do not stick or glue paper to the back of the form – it gets caught in the photocopier. Please add a separate piece of paper instead.
3. After reading the person specification and job description, think carefully about your application and consider to what extent you have the skills and experience necessary to meet the requirements of the post.
4. Your last and present post allows you the opportunity to tell us about the work you are doing or have done in the past. Be as brief as you can, and use the personal statement at the back of the form to describe in more depth your skills, knowledge and experience relevant to the job.
5. Under the section 'Education, qualifications and training' you are asked to state your qualifications or name a course that you attended. We do not need a full account of your education since your junior school days. It is sufficient to state that you have a specific number of 'A' levels and GCSEs unless you are asked for a specific qualification on the person specification, such as GCSE English. You should mention qualifications or training relevant to the post you are applying for.
6. The personal statement is an important part of the application form and should be used to tell us how you meet the person specification. Always remember to specify your responsibilities rather than those of your section or department. Remember to explain how your current or previous experiences relate to the job you are applying for.
7. Please ensure that your completed application form is returned by 5pm on the closing date stated on the advertisement. Do not attach any other documentation apart from the equal opportunity monitoring form. Any attachments, such as CVs, references or photocopies of your qualifications, will be disregarded and will not be seen by the selection panel.
8. In order to make good use of the charity's money, your application will not be acknowledged unless you enclose a stamped addressed postcard or similar, nor will you hear from us unless you are selected to attend for interview.

Information for candidates

Terms and conditions of employment

Outlined below are some of the main terms and conditions of employment relevant to all employees of the Society.

1. Probation

All posts are subject to a probationary period of 12 weeks unless otherwise stated on the letter of appointment. During this probationary period, either party may give the other one-week's notice in writing to terminate the employment. After successful completion of the probationary period, the notice stated on your contract of employment will apply.

2. Annual leave

The holiday year runs from 1 April to 31 March. In each holiday year, in addition to bank and statutory holidays, the holiday entitlement will be in the first full year 25 days, scaled down according to start date. This then increases in line with service as follows: During the first full leave year and up to 2 leave years 25 days, third leave year 26 days, fourth leave year 27 days, fifth leave year 30 days. Holiday will be calculated on a pro-rata basis for part-time workers.

3. Pension scheme

The Society operates a Group Personal pension scheme. All employees under the age of 75 may join the scheme on completion of their probationary period. Employees may contribute a percentage of their salary to the scheme, and the Society will double the employee's contribution up to 8% of the employees' gross salary. This will mean that a 1% Employee contribution will attain a 2% contribution from the Society and a 4% contribution will attain the maximum 8% from the Society. Alzheimer's Society will not pay into a personal pension scheme.

4. Salary payment

All new employees are placed on a grade based on the Society's salary scheme, which is normally reviewed in April of each year.

The commencing salary is as stated in the letter of appointment. Salaries are paid in arrears on the 25th of each calendar month, by direct credit transfer into a bank or building society account. (If the 25th falls at a weekend, payment is made on the working day immediately prior to the 25th)

5. Sick leave

The Society operates an occupational sick pay scheme that is based on length of service with the Society.

6. Retirement age

The Society's normal retirement age is 65. However, staff may be employed who are over the age of 65.

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Any applicant aged 65 and over who is successful in obtaining a position with the Society should be aware that as a result of the Employment Equality (Age) Regulations 2006 they will now have the statutory right to claim unfair dismissal. They will now also be entitled to a statutory redundancy payment if they are made redundant. In addition, they also have the right to claim statutory sick pay for up to 28 weeks if they are absent from work due to sickness.

7. No smoking

The Society operates a no smoking policy