

Job Description

Donations Database Administrator



Job Title:	Donations Database Administrator
Reporting to	Head of Corporate Services
Job location	Primarily offices in or around Weston Park Hospital
Hours	37.5 hours per week
Salary	£18,000
Benefits	Westfield Health Cover level 4 6% Pension Contribution
Contract type	Permanent
Application closing date	Noon on 4 th March 2019

We are a friendly organisation and a caring employer offering a supportive workplace. We are seeking a new member of staff to join our Corporate Services Team to work on our supporter database, Raisers Edge.

Weston Park Cancer Charity is committed to fund things the NHS cannot, and raises over £2.5million every year to provide; practical help to those in need, emotional support to those in despair and enhanced care for those who need it most.

Main Purpose of the Role:

- To ensure all financial batches are inputted and processed accurately and within the set timeframes;
- To ensure supporters are appropriately thanked in a timely manner;
- To ensure up to date consent information is held on the database.

Key Responsibilities

- To undertake the financial processing of all Weston Park Cancer Charity income:- ensuring that all information is recorded accurately on the charity database (Raisers Edge);
- To process donations made through funding platforms e.g. Justgiving;
- To process donations received directly to the bank including collection tin donations, and to acknowledge them appropriately;
- To take responsibility for the administration process of the charity's regular giving programme;
- To produce appropriate acknowledgments for income received and ensure these are sent to the donor within a specified time period;
- To support the Fundraising Assistant & volunteers with attending to visitors and processing cash donations in accordance with cash handling procedure;
- To input data on to the charity database in an accurate and timely manner to ensure the smooth running of the fundraising and finance function;
- To ensure all funds are banked in a timely fashion;



- To maintain a welcoming, warm and professional manner when communicating with visitors, volunteers, trustees & colleagues;
- To ensure that all activities and contacts inputted are accurately managed through WPCC systems and processes;
- To process all supporter data and updates from batch paperwork, mailing returns and mailing respondents onto the fundraising database in a timely manner;
- To ensure consent details are kept up to date on the fundraising database.

Values & Behaviours:

To act in ways at all times which demonstrate our values:

- We are caring and supportive;
- We have pride in Team Weston Park;
- We are dedicated to delivering the best;
- We are knowledgeable and professional;
- We are aspirational and curious.

General Responsibilities

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times;
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination;
- Comply with the organisational policy on confidentiality, the Data Protection Act and General Data Protection Regulations;
- Respect the confidentiality and privacy of guest and staff at all times;
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves;
- Participate in personal training, development, appraisal and undertake all relevant training as required.

All Weston Park Cancer Charity employees are required to:

- Abide by the Health & Safety at Work Act;
- Attend mandatory training annually;
- Respect confidentiality applying to all charity areas;
- Work within the charity's policies and procedures;
- Participate in and contribute to team meetings;
- Co-operate and liaise with departmental colleagues.

All Weston Park Cancer Charity employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence;
- Support and encourage harmonious internal and external working relationships;
- Make a positive contribution to fundraising and raising the profile of the charity.

This Job Description is not exhaustive. It will be subject to periodic review and maybe amended following discussion between the post-holder and employer.



To apply

Please send a C.V and covering letter explaining why you would be suitable for the position.

Apply by post:

Private and Confidential
Vicky Butcher
Weston Park Cancer Charity
23 Northumberland Road
Sheffield
S10 2TX

Apply by email:

admin@cancersupportcentre.co.uk

We are unable to confirm receipt of applications. Shortlisted candidates will be invited to interview - **on Monday 11th March** if you haven't heard from the charity by Thursday 7th March you can assume on this occasion your application has been unsuccessful.

No agencies please.

Job Description approved by:

Name:

Signed:

