



ENTERPRISE HOUSE • BASSINGBOURN ROAD • STANSTED • ESSEX • CM24 1QW • UK

- Position:** Fundraising Support and Admin Officer
- Type:** Full time / 1-yr Maternity Cover – office-based position (37.5 hrs per week)
4 days per week considered (Monday, Tuesday, Thursday, Friday)
- Location:** AMMF at Enterprise House, Stansted, CM24 1QW
- Salary:** £32,347.00 (full time equivalent)
- To apply:** Please supply your CV and a covering letter explaining what you can bring to this role (max 500 words) by email to: jp@juliepagehr.co.uk

Please note, all submissions will be checked for the use of AI. For guidance, please see: <https://ammf.org.uk/vacancies/>

Job Description

AMMF is the UK's only charity solely dedicated to raising awareness of and funding research into cholangiocarcinoma (bile duct cancer). The charity works closely throughout the UK with clinicians, healthcare professionals, researchers, policy makers, patients and their carers, as well as actively collaborating across Europe and globally.

The role of the Fundraising Support and Admin Officer is to deliver high quality, responsive fundraising support across all areas of fundraising, and to drive forward AMMF's fundraising activities, strategy and relationship development with supporters and funding partners, including the development and use of social media, and Microsoft Office, to achieve this.

It is expected the Fundraising Support and Admin Officer will develop an understanding of AMMF's aims and objectives and its policies and procedures.

Tasks and Responsibilities:

1. Successfully co-ordinate and manage all fundraising activities – which include individual giving, digital fundraising, events, In Memory, legacy giving and online shop sales.
2. Support all aspects of contact with AMMF's supporters and fundraisers, via social media platforms, the discussion groups and forums, email, including e-shots, mail and telephone.
3. Manage and maintain the fundraisers' events diary.
4. Develop, maintain and manage a comprehensive database of supporters and fundraisers using a CRM system.
5. Manage and record all information relating to fundraisers' activities, results and income, including recording Gift Aid.
6. Record, reconcile and provide accurate financial information to the CEO and trustees as required.

7. Identify and progress fundraising opportunities to generate sustainable income.
8. Support the Head of Events and Campaigns with the delivery of fundraising campaigns, ensuring they are cost effective and maximise income.
9. Support the development of a fundraising and communication strategy.
10. Manage all aspects of the charity's online shop.
11. Attend external AMMF networking, partner and fundraising events when required.
12. Attend the annual AMMF conference and fulfil duties as required.
13. Produce ad hoc reports to support senior management team as and when required.
14. Carry out projects and/or any ad hoc tasks as required by the CEO and Head of Events and Campaigns.

General:

1. Effectively communicate internally and externally, providing a professional and courteous service at all times.
2. Support team members, fundraisers, supporters and volunteers to be as effective as possible in their work for AMMF.
3. To be prepared to work flexibly, when required, to best meet the needs of the charity.
4. To participate in team meetings, training courses, events, and e-learning where required/appropriate.
5. Ensure that all administration associated with this role is delivered promptly, with particular focus on database management and communication with fundraisers and supporters.
6. Ensure all activities and actions comply with the General Data Protection Regulation (GDPR) and relevant charity Codes of Practice.

Person Specification:

Essential criteria

1. Previous experience and understanding of working within the charity sector and, in particular, of fundraising using a range of techniques including social media, and knowledge of fundraising platforms such as Justgiving, Enthuse, Benevity, Charities Trust, Much Loved, CAF.
2. Competent with Microsoft Office, in particular Word, Excel and PowerPoint, and with emailing services such as Mailchimp, virtual meeting platforms Teams and Zoom, and social media platforms, Facebook, X, LinkedIn, Instagram, Bluesky, and Hootsuite.
3. Excellent organisational and time management skills.
4. To be sensitive to the areas of work AMMF is involved in.

5. Ability to motivate and enthuse colleagues, fundraisers and supporters.
6. Willing and able to work outside usual office hours to support external events where, when and if required.
7. Current driving license and access to /use of a vehicle (useful not essential).
8. To possess or achieve a satisfactory Disclosure and Barring Service (DBS) check.

Benefits:

Annual leave: 31 days including Bank Holidays

Pension

On-site parking