



Arts Fundraising Fellowships Co-ordinator Job Description and Person Specification

The Arts Fundraising & Philanthropy Programme

The Arts Fundraising and Philanthropy Programme delivers an England-wide collaborative series of training, traineeships, coaching, digital skills and innovative practice. The programme seeks to both improve the perceptions of the arts as a charitable cause and looks to enhance fundraising practice within the sector, with a key aim of encouraging leadership and entrepreneurial practice.

The Fellowships programme is an essential element of the national Programme. In 2015/16, we will be supporting 25 Year 3 Fellows across England, to fast-track the Fellow's early career so that they can develop into a proven and effective arts fundraiser within twelve months.

Main purpose of the job

The Fellowships Co-ordinator will be responsible for supporting the Director of Programmes and Programme Manager to deliver the aims and objectives of the Year 3 Fellowships programme and the wider Programme.

The Programme Co-ordinator is responsible for the day-to-day administration of the programme and acts as the main point of contact for Fellows and enquiries.

Position in organisation

- Reports to the Programme Manager
- Member of the Programme team

Duties and Responsibilities

- To support the Director and Manager in the coordination and delivery of the Year 3 Fellowships programme.
- To work collaboratively and effectively with key stakeholders, including Fellows, Host line managers and Area Hub Leads.
- To attend training events with the Fellows, and help to ensure the events run smoothly.
- To act as a representative of the programme through these relationships and to ensure a high degree of professionalism at all times.
- To work closely with the Director and Manager to organise training events for Fellows across the country, booking venues, trainers, accommodation and travel within a specified budget.

- To prepare training materials and other documentation related to the programme.
- To ensure effective budget management for the Fellowship programme, monitoring expenses and invoices.
- To support marketing activity, including updating the website.
- To participate as an active, collaborative member of the Programme team.
- To help with wider Programme administration where required, including event management, administration and analysing course feedback.
- To liaise with the programme Evaluation team, providing information as requested.
- To write and develop blog and other associated research content for the programme.

Skills and Experience

- Some demonstrable experience in administration and event organisation.
- Strong verbal and written communication skills, experience of working with a wide range of stakeholders.
- Strong numeracy skills, with experience of understanding and managing budgets.
- Demonstrable experience of working successfully across multiple deadlines, with a strong eye for detail.
- Ability to work on own initiative and as part of a team.
- Essential personal qualities – strong ‘completer-finisher’, conscientious, efficient, energetic, adaptable, and collaborative.

Terms and conditions of the post

Terms	Six-month fixed-term contract from the 2 nd September 2015 to the 28 th February 2016, with possible option to extend further.
Hours of working	Full time, 40 hours per week
Salary	Between £11,000 for six months
Benefits	Death in service, income protection and cash health plan insurances.
Office location	London, with some requirement to travel across England

How to apply

Send an up to date CV with a covering letter, outlining how you meet the job specification. Please include details of two referees.

Please address any questions to Natasha.krichefski@cause4.co.uk.

Applications should be emailed to Natasha.krichefski@cause4.co.uk

The deadline for applications is **12.00pm on Monday 6th July 2015**. We will not accept any responsibility for applications that arrive after this date.