

## BRITTLE BONE SOCIETY

### JOB DESCRIPTION

**POST:** Fundraising and Administration Assistant  
**LOCATION:** Head office-Dundee  
**Reports to:** Chief Executive  
**Salary:** £24,638 to £26,000 (depending on experience)

#### Main Duties and Responsibilities

1. **Database Entry:** Of donations received, email responses, acknowledgements and thanks to donors & Trusts, updating and maintaining donor, corporate and Trust records and filing. (General upkeep of database records).
2. **Membership/supporter duties:** To assist with the development and maintenance of membership and supporter records and prepare mail-outs as required.
3. **Manage income reports:** from Just Giving, Paypal and any other.
4. **Gift Aid:** Process claims to HMRC.
5. **Fundraising:** Liaising with fundraisers. Upkeep of calendar of fundraising events, campaigns, and activities.
6. **Grants:** To assist with monitoring of payment of grants and assist with applications for new grants.
7. **Website/social media:** Update fundraising and other information, as required working closely with the team.
8. **Fundraising strategies and campaigns:** Keep abreast of and research emerging trends and successful initiatives, including new funding streams and opportunities.
9. **Report:** Prepare and present reports for internal and external purposes.
10. **Event planning and administration:** To assist with all event administration tasks. Attendance at events will be required and may include set up of stands, liaison with delegates and facilitators (the events vary in size). These events are UK & Ireland wide and are circa 4/5 per year.
11. **Basic office procedures:** filing, stock control of leaflets, stationery and fundraising items. Logging and scanning of all incoming mail. Postage & packaging, going to Post Office. General letter support. Diary management. Assisting with sourcing quotes for maintenance and utilities.
12. Assist with other duties as appropriate

Reviewed 12/05/2025

This job description is intended only as a guide to the main responsibilities and is in no way intended to restrict any individual in the performance of other duties as required by the Society.