**Charity Events Administrator**

Our client is a local Woking Charity who run fundraising events globally as well as their flagship event in London. They are looking for an administrator to join them on an initial 7 month contract to support them in the build up to their key events this year. The role could be extended or even lead to a permanent position.

This is an office-based role (no hybrid or working from home) working 37.5 hours a week. Start times will be between the hours of 8 am and 10 am and finish times will be from 4.30pm – 6.30 pm according to arrival time. The core hours of the company are 10am – 4.30 pm. Participation on event days will be required and time in lieu will be given.

**Key Duties:**

* You'll be involved in the recruitment, logistics, and coordination of Volunteers for the events.
* Maintain accurate Volunteer records using our CRM Database.
* Work closely with our Events Team to coordinate Volunteer schedules, ensuring smooth operations and exceptional experiences for both Volunteers and participants.
* To resolve day to day queries about the running of the online fundraising pages as they arise as well as more general fundraising queries.
* To develop a relationship and provide advice, motivation and support to participants taking part in our unique challenges through telephone calls and emails.
* To thank our supporters by telephone, email and letter.
* To help manage the processes and administration for fundraising items such as collection tubs, buckets and banners.
* To work with internal teams such as Events, Support, Finance, Social Media and PR.
* To help write social media posts and blogs for the website.
* To assist with the development of fundraising activities such as working with fundraising groups, community fundraising, promoting the lottery, monthly donors, potential leavers of legacies.

**Key Skills:**

* Experience of ideally working with a charity or fundraising
* Excellent communication skills on all levels, telephone, written, and personal communication
* Experience of multi-tasking and prioritising
* Experienced in meeting people face to face and building relationships
* Strong administrative experience
* Experience of working within a team environment
* Attention to detail verbally and written
* Experience of dealing with serious health issues / an interest in health & fitness

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".