



JOB VACANCY

Title: Fundraising Events & Social Media Assistant (full time)
Job Ref No: FEA220526
Term: Permanent (5 month probationary period)

Main purpose of the post: To promote donations and income from variable sources and raise funds by setting up and attending events and fundraising activities. To develop fundraising initiatives and promote the high reputation, brand and profile of the charity. To recruit, promote and co-ordinate volunteering at Gables.

PERSON SPECIFICATION

Essential experience & skills

- Full manual driving licence. **Candidates will have to be over 25 to be able to drive our vehicles. This is due to restrictions on our vehicle insurance policy and is non-negotiable so please do not apply if you are under 25 or do not have a manual driving licence.**
- Must be flexible and able to swap days off to suit event dates.
- Experience of applying sound administration techniques and skills.
- Excellent communication skills.
- Experience/ability to research potential fundraising opportunities.
- Excellent organisational and IT skills to include Microsoft office programmes and databases.
- Ability to attend events – loading and setting up all heavy duty equipment, including gazebos, dog show rings and pack up at the end of the event to bring all equipment back to Gables.
- Ability to work as part of a positive team.
- Ability to work on own initiative in the generation of work.
- Ability to maintain a positive & friendly attitude under pressure.
- Understanding of and commitment to the vision, mission and values of Gables.

Desirable experience & skills

- Education level 2 in administration or other relevant subject.

| THE PERSON |
|--|
| The successful candidate will be hard working and reliable, possessing a love of animals and an empathy with people. They will be good humoured and enjoy working in a close knit team. The fundraising department is very busy and the staff must be able to maintain a polite and patient approach to telephone and personal callers at all times. The fundraising staff represent the face of Gables as a first point of contact and therefore the attitude and image presented is vitally important. |

Salary: £12.71 during probation period, which is increased to £13.85 per hour once probation period, is complete.



Hours:

37 hours a week on the following fixed 3 week rolling shift pattern:

| Week 1 | | Week 2 | | Week 3 | |
|-----------|-----------------|-----------|-----------------|-----------|-----------------|
| Monday | 8.30am – 4.30pm | Monday | 8.30am – 4.30pm | Monday | Day off |
| Tuesday | 8.30am – 4.30pm | Tuesday | Day off | Tuesday | 8.30am – 4.30pm |
| Wednesday | 8.30am – 4.30pm | Wednesday | Day off | Wednesday | 8.30am – 4.30pm |
| Thursday | Day off | Thursday | 8.30am – 4.30pm | Thursday | 8.30am – 4.30pm |
| Friday | 8.30am – 4.30pm | Friday | 8.30am – 4.30pm | Friday | 8.30am – 4.30pm |
| Saturday | 8.30am – 4.00pm | Saturday | 8.30am – 4.00pm | Saturday | Day off |
| Sunday | 8.30am – 4.00pm | Sunday | 8.30am – 4.00pm | Sunday | Day off |

How to apply:

To apply please download an application form, complete it and send it to the General Manager, Mrs Claire Sparkes, by email info@gables.org.uk. You can also send completed applications by post or by hand in person at Gables.

We are unable to post out application forms.

CVs alone will not be accepted.

Early applications are encouraged.

Closing date:

21st June 2026.

Additional Important Information:

- We have dogs from our kennels in our offices therefore staff are not able to bring their own dogs to work with them. We also don't have enough kennel space for staff dogs.
- The holiday allocation for this position is 23 days, which includes public and bank holidays.
- Each working day you will have a 30 minute unpaid lunch break.

Please see full job description below

JOB DESCRIPTION

| | |
|---------------------------|--|
| Post: | Fundraising Events & Social Media Assistant |
| Responsible to: | Deputy Manager |
| Objectives of job: | To promote donations and income from variable sources and raise funds by setting up and attending events and fundraising activities. To develop fundraising initiatives and promote the high reputation, brand and profile of the charity. To recruit, promote and co-ordinate volunteering at Gables. |

Duties and responsibilities

Fundraising and events

- Promote all fundraising activities and events for Gables. Target is to attend at least 2 events per week, or spend 3 days out doing events.
- Ensure we attend all major events such as Devon County Show, Yealmpton Show and any other relevant shows.
- Co-ordinate and manage the charity's fundraising and events calendar and ensure all events and appointments are written in the fundraising daily diary, events folder and events spreadsheet.
- Attend events. This involves loading the vehicles with all event equipment such as gazebos, tables and chairs, dog show rings and items to sell. All equipment then needs to be dismantled and brought back to Gables in the vehicles.
- Set up and co-ordinate store collections/stalls.
- Set up raffles to raise funds. Each raffle to have a 'star prize' around £100 in value. These will consist of Valentines raffle, Easter raffle, summer raffle, autumn raffle, Christmas raffle.
- Input all income data onto the annual events spreadsheet.
- Keep the Deputy Manager or General Manager in their absence up to date with totals received for specific appeals.
- Promote Gift Aid when accepting donations.
- Assist with providing a monthly report for the Deputy Manager with details of what funding from grants and trusts we can apply for, how to apply and deadlines.
- Ensure all administration tasks are completed such as correspondence, filing and database entry.
- Ensure donations and well wishes from donors and supporters, are receipted and acknowledged as per the relevant SOP's & templates.
- Assist with preparing bi monthly reports for Trustees meetings.

- You are responsible for end of day cashing up of the days takings for events and ensuring that all monies are kept safe and placed in the correct storage location at Gables.
- You will also need to be flexible to change days off to suit event dates if needed.

Duties and responsibilities Marketing

- Actively promote and administer the animal care card service and legacy giving by contacting all local Solicitors and Will writers, making appointments to provide details on the service where possible. Ensure you follow up enquiries.
- When communicating digitally, or in person, with current or potentially new supporters, try to promote legacies and our free Wills for charity scheme (if appropriate), using the animal care card scheme as a way to lead the conversation and respond to any requests for information on how to do this. Utilise the legacy pack and contents.
- When communicating digitally, or in person, with current or potentially new supporters, try to promote all sponsorship schemes.
- Report large donations received over £500 to the Deputy Manager, or General Manager in their absence.
- Monitor what other charities and organisations are doing, any ideas and things we should be doing should be reported to the Deputy Manager.

Duties and responsibilities Communications (external)

- Act as an ambassador for Gables – being ‘the face’ of the charity when representing Gables externally. Therefore a welcoming, enthusiastic and friendly persona is important at all times.
- Answer the fundraising telephone in the prescribed friendly and helpful manner. You are to pass information to appropriate person or team for action.
- Assist with gathering and preparing the content needed for Tails magazine, following the template.
- Maintain an active social media presence to increase awareness of the charity locally, nationally and within the business community. Follow the social media yearly task planner.
- Produce videos and photos of what we do for social media such as behind the scenes, long term animals, interesting stories, celebrating staff and volunteer achievements etc.
- Report any media opportunities to the Deputy Manager or General Manager in their absence. Work to build a positive profile that reflects Gables core mission and values, which includes rapid response as and when needed.
- Keep the Deputy Manager or General Manager in their absence up to date with totals received for specific appeals.

- Communicate with supporters on our database through appeals and updates. Check all contacts that have given permission to receive email, receive each edition of our Tails magazine.
- Ensure all contacts who have donated to specific appeals receive an update/Tails Magazine on how their donation helped.
- Identify higher value donors/supporters and develop relationships with them so they feel important and included.
- Promote and support fundraisers who are planning or holding a sponsored event for Gables.
- Inspire new supporters to raise money for Gables.
- Raise awareness of the charity and its work at local and national level.
- Maintain the fundraising and events content on Gables website.
- Utilise & promote platforms such as Easyfundraising, Amazon Smile, Paypal giving, Benevity, GoFundme, Justgiving.
- Update and promote our Amazon wish list. Find out what we need from the Deputy Manager weekly.

Duties and responsibilities

Communications (Internal)

- Communicate with volunteers and employees to encourage them to get involved and make sure they feel included and part of the charity's successes.
- Utilise the Facebook group chat to share events and appeals to include staff and encourage them to share the appeals and events on social media.
- To ensure that all employees and volunteers are aware of what & why fundraising is taking place, and their overall role or contribution within that.

Duties and responsibilities

Volunteer Co-ordination

- Assist with the recruitment, placement and retention of volunteers: work with the Deputy Manager to identify suitable roles; create role descriptions and advertise for volunteers, respond to enquiries, assess applicants and organise trial days.
- Organise induction sessions for volunteers, including role specific and health and safety issues. Ensure all inductions and appointments are written in the fundraising daily diary.
- Lead and motivate volunteers, encouraging and supporting them in their roles.
- Support the development of volunteers' knowledge, skills and competence by keeping in touch to ensure they are happy and enjoying their role and any training and support needs are recognised and met.
- Recognise volunteer's individual contributions and years of service.



- Organise volunteers for on and off site events. Arrange collection and drop off for all day events if possible.
- Organise regular social and thank you events to recognise volunteers' contributions, and co-ordinate local contribution to national volunteering initiatives such as 'Volunteer's Week' and 'Make a Difference Day'.
- Help to address problems affecting volunteers, feeding back to the Deputy Manager.
- Monitor volunteer activities & attendance, maintaining accurate records. Keep the volunteer database up to date, and provide feedback to the Deputy Manager on issues such as attendance and recruitment.
- Work with the Deputy Manager to integrate volunteers into the charity, ensuring they are valued and supported, and that productive working relationships between volunteers and staff are developed and maintained.

Duties and responsibilities

General

- You are responsible for keeping your office, shared office space, desk and office equipment clean and sanitised and assist with keeping the reception building facilities clean and tidy.
- Arrange tours of the site for visitors and any outside agencies.
- Provide cover for reception as and when required by the Deputy Manager.
- To support, train and develop new fundraising staff, in liaison with the Deputy Manager.
- You may be instructed by the management to carry out driving duties using the charity's vehicles. This will include transporting, loading & unloading animals to and from the veterinary surgery or event location and the collection of donated goods. You may be required to transport a dog or cat that is ill and or suffering or suspected to be suffering from a zoonotic disease.
- To be polite and helpful to the volunteers, staff and public at all times.
- To be conversant with and implement Gables Health and Safety procedures at all times.
- You are responsible for maintaining client confidentiality and must abide by the data protection act. The Home's day to day operations, policies or procedures are not to be discussed with or within earshot of the general public or volunteers.

This job description is a non-exhaustive list of duties relevant to the role. You should also expect to undertake other duties within your competence and training as required by the Management.