

# Fundraising Assistant

## Job Description

### Purpose of the role

During the general election, our fundraising activity increases as we accept and process extra donations to support our campaign. We therefore need additional support in the Development team (which encompasses fundraising) during this busy and exciting time!

<b>Salary:</b>	£25,236 to £26,255 per annum FTE (points 1 – 3 of the GPEW pay scale)
<b>Hours:</b>	Full-time (35 hours per week) during the 6 weeks running up to the election; part-time post-election for 2 - 4 weeks. Job shares will be considered.
<b>Job type:</b>	Temporary, self-employed basis
<b>Location:</b>	Office-based (London, Brighton, Bristol, Herefordshire, Waveney Valley) / Remote / Hybrid – could be any of these
<b>Line manager:</b>	Fundraising Manager
<b>Line management Responsibilities:</b>	N/A
<b>Key relationships:</b>	Development team

## Application process:

To apply, please complete the application form and return to [recruitment@greenparty.org.uk](mailto:recruitment@greenparty.org.uk)

We welcome applicants from all backgrounds and communities, in particular those that are currently under-represented within our staff team. This includes, but is not limited to, people from minority ethnic groups and those who identify as disabled.

If you require any adjustments to help you complete the application, please contact [hr@greenparty.org.uk](mailto:hr@greenparty.org.uk)

## Principal Roles and Responsibilities

- Maintaining the Green Party online shop
- Monitoring the Green Party shop inbox and responding to queries
- Supporting with Fundraising administration – ensuring accurate records are kept; supporting with monitoring the Fundraising inbox and responding as required

## Person Specification

	Attribute	Essential/ desirable	Assessment
<b>Experience</b>	Administration and/or customer service in a voluntary or paid capacity	Essential	Application / Interview
	Previous experience in a fundraising role	Desirable	Application / Interview
	Working with online shops	Desirable	Application / Interview
<b>Skills/abilities</b>	Good organisational skills	Essential	Application / Interview
	High level of attention to detail	Essential	Application / Interview

	Strong interpersonal and communication skills	Essential	Application / Interview
<b>Knowledge</b>	Understanding of MS Office programs and apps	Essential	Application / Interview
	Knowledge of fundraising and data protection best practice and principles	Desirable	Application / Interview
<b>Personal attitudes</b>	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential	Application / Interview
<b>Personal circumstances</b>	Not a member of another UK political party	Essential	Application
	Eligible to work in the UK	Essential	Application
<b>Equality</b>	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential	Application

# Green Party of the United Kingdom

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1. The Green Party is a political party in the United Kingdom. It is a green party, which means it is focused on environmental issues and social justice.

2. The Green Party was founded in 1983. It was the first green party in the United Kingdom to have a significant presence in the House of Commons.

3. The Green Party has a long history of advocating for environmental protection, social justice, and human rights. It has been a leading force in the development of green politics in the United Kingdom.

4. The Green Party has a strong presence in the media and in public life. It has been a leading voice on a wide range of issues, including climate change, nuclear power, and human rights.

5. The Green Party has a strong record of success in local and regional elections. It has won a number of seats in the House of Commons and has been a significant force in the development of green politics in the United Kingdom.

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5. The Green Party has a strong record of success in local and regional elections. It has won a number of seats in the House of Commons and in the European Parliament.

6. The Green Party has a strong commitment to environmental protection. It has been a leading force in the development of green politics in the United Kingdom.

7. The Green Party has a strong commitment to social justice. It has been a leading voice on a wide range of issues, including climate change, nuclear power, and human rights.

8. The Green Party has a strong commitment to human rights. It has been a leading voice on a wide range of issues, including climate change, nuclear power, and human rights.

9. The Green Party has a strong commitment to the environment. It has been a leading force in the development of green politics in the United Kingdom.

10. The Green Party has a strong commitment to the future. It has been a leading voice on a wide range of issues, including climate change, nuclear power, and human rights.