

<b>Job Title:</b>	<b>Philanthropy Assistant</b>
<b>Reporting To:</b>	<b>Philanthropy Support Lead</b>
<b>Salary:</b>	<b>£26,848 - £31,439</b>
<b>Hours:</b>	<b>37.5 hours per week</b>
<b>Duration:</b>	<b>Permanent</b>
<b>Location:</b>	<b>Alder Hey Children's Charity (based within the hospital), Liverpool / Hybrid-working</b>

<b>Job Purpose:</b>	This is an exciting opportunity to join a busy philanthropy team. The postholder will work closely with the Philanthropy Support Lead to provide operational support and administration for the team, including events, donor meetings and visits, mailings, prospect research, data and use of the charity CRM (Salesforce).
<b>Main Duties/Tasks</b>	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Provide support for the philanthropy team to deliver a programme of events; from individual visits and tours of the hospital for donors, private dinners, through to larger events such as Gala Balls. Support includes a range of tasks from mailing invitations and managing RSVPs, to on the day set-up.</li> <li>• Build strong relationships with colleagues and clinicians in the Trust to support, coordinate and plan tours and events.</li> <li>• Greet and steward visitors to the hospital and guests at our events.</li> <li>• Help to prepare event briefings for Charity and Trust colleagues, so that all participants understand their role and contribute effectively.</li> </ul> <p><b>Administration, Processes and Data</b></p> <ul style="list-style-type: none"> <li>• Provide administration support for the philanthropy team ensuring all work is of a high standard, professional and accurate.</li> <li>• Writing and sending out personalised letters and cards.</li> <li>• Diary management, minute taking and meeting organisation.</li> <li>• Keeping the charity's supporter database accurate and up to date.</li> <li>• Support with preparing data for philanthropy mailings and event invite lists.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use the CRM to support with the delivery of the Mid Value Programme.</li> <li>• Undertake prospect research, ensuring all processes are compliant with our privacy policy, data protection legislation and prospect research best practice.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Be an outstanding advocate for Alder Hey Children’s Charity in line with the core values of the organisation.</li> <li>• Be an active and supportive member of the Alder Hey Children’s Charity team, contributing to the team’s development and working collaboratively with colleagues and volunteers.</li> <li>• Attend and support events run by fundraising teams where required, including occasional out-of-hours working.</li> <li>• Gain and maintain an in-depth knowledge and understanding of the charity’s work, priorities and future plans.</li> <li>• Any other reasonable duties as required by your line manager.</li> </ul>
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## Person Specification

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> <li>• Previous proven administrative experience, ideally in a fundraising environment, either as a professional or as a volunteer.</li> <li>• Experience of implementing efficient administrative systems and processes in a fast-paced working environment.</li> <li>• Strong administrative, organisational and research skills, including a good understanding of Microsoft Office packages including spreadsheets.</li> <li>• Experience of efficiently managing and delivering a demanding and varied workload.</li> <li>• Strong track record of customer relations.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working at a charity.</li> <li>• Experience of using a CRM system or database.</li> <li>• Understanding of the principles behind charitable giving</li> <li>• Previous experience of event support</li> </ul>
Skills and Attributes	<ul style="list-style-type: none"> <li>• A flexible team player.</li> <li>• The ability to develop and maintain relationships with key contacts both inside and outside the Charity and Trust.</li> <li>• The ability to work cooperatively with colleagues across the Charity.</li> <li>• Excellent attention to detail and a problem solver.</li> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"> <li>• The ability to communicate with empathy and a respect for confidentiality.</li> <li>• Commitment to principles of equality, diversity and collaborative working.</li> <li>• Excellent communications skills, both verbal and written across a range of audiences.</li> <li>• Ability to build strong working relationships.</li> <li>• Self-motivated and positive attitude with the ability to work under pressure in a fast-paced environment.</li> <li>• Ability to work in a logical and organised manner and remain focused while adapting quickly to shifting priorities and emerging demands.</li> <li>• Ability to work effectively as part of a team as well as independently.</li> <li>• Understand the necessity of dealing carefully and within data protection legislation, with confidential matters, including handling both personal and business critical information.</li> <li>• Excellent IT skills including Microsoft packages.</li> </ul>	
Additional requirements	<ul style="list-style-type: none"> <li>• The ability to communicate sensitively and appropriately with donors, including families of children treated in the hospital.</li> <li>• Strong interest in working for a children’s health charity.</li> <li>• An understanding of and commitment to the values of Alder Hey Children’s Charity.</li> <li>• Willingness to get involved with activities across the Charity.</li> <li>• Willingness to occasionally work outside of normal office hours.</li> </ul>	

## Our Values

Here at Alder Hey Children's Charity, our values guide the way in which we work. By being courageous, working together, being passionate about our work, and making sure that we are creative in what we do, helps us to deliver the support necessary so that our hospital can continue to deliver the very best care for our young patients and their families. Our values are:

**Courage:** we try new things and take risks to innovate and drive forward new ideas. We have the courage to speak up and take a stance. We are accountable, responsive and responsible. We are unstoppable.

**Together:** we work together as one team, sharing our knowledge and learning. We work in partnership with patients, families, supporters and colleagues. We are respectful, celebrate diversity and empower each other to achieve our aims.

**Passion:** we are passionate about what we do and why we do it. We work together to share and grow. We inspire others.

**Magic:** we are fun, creative and child led. We create special moments, provide little extras and go further for our brave young patients.

In April 2025, the charity adopted a four-day working week policy, meaning staff previously working 37.5 hours a week are now working 30 hours a week to enable a four-day working week. We are confident that by embracing a more flexible and balanced approach to work, we can continue to create a thriving and fulfilling work environment while driving growth and success for our charity.

**Note:** This job description is intended to outline the general nature and level of work performed by employees within this role. It is not exhaustive and may be subject to change or modification as required by the needs of Alder Hey Children's Charity.

Alder Hey Children's Charity will make every endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability. Alder Hey Children's Charity is committed to equal opportunities and positively welcomes applications from all sections of the community. Alder Hey Children's Charity is committed to safeguarding children and vulnerable adults.

The post holder will be required to complete an enhanced DBS disclosure check.