

<b>Job Title:</b>	<b>Fundraising &amp; Social Business Executive</b>
<b>Reporting to:</b>	The Director of Income Generation
<b>Hours:</b>	Flexible working is in place between the hours of 08:00 – 19:00 Work outside of these hours may be required. Core working hours are 10:00 until 16:00, Monday to Friday.
<b>Contract:</b>	Full-time (35 hours per week)
<b>Salary:</b>	<b>£21,216</b>
<b>Location:</b>	The offices of The House of St Barnabas, 1 Greek Street, W1D 4NQ
<b>Start date:</b>	Immediate

“Enter The House of St Barnabas - A public-minded private members’ club in London is demolishing stereotypes” – Dazed and Confused

The House of St Barnabas (HoSB) is a charity pledging to break the cycle of homelessness. We run a social business, our not-for-profit members’ club in our Grade I listed home on Soho Square to help people prosper through paid employment, allowing them to break their cycle of homelessness. We are seeking to re-define the notion of a private members’ club, challenging stereotypes around ideas of exclusivity and creating a community united by a passion for social change.

Academy participants and graduates are at the heart of all we do. The journey for trainees starts with a 12-week Employment Programme offering onsite work experience and training throughout the club and charity offices, and continues with 12 months of mentoring and ongoing support from our Academy team.

When our programme is in progress, participants will be on work experience throughout the House; in the club spaces and in our offices. The HoSB team act as professional buddies to those in office-based roles, working closely with them to provide skills training and to set a positive example of ways of working. This one to one support throughout the programme gives the participant a nurturing environment to learn and flourish.

We are looking for a special individual to join us who is excited to play a part in people’s journey towards lasting paid employment and independence.

## Job description

This is an administrative role which supports our fundraising, membership and private hire functions. Working across the team you will be the first point of contact for fundraising enquiries and with our individual and corporate donors, thanking them and ensuring they are receiving the communications they require, setting them up on our internal systems. You’ll also support the Trusts Fundraising Manager and Head of Fundraising with their work, working with the Employment Academy to help compile reports and carry out some admin around applications.

Alongside this, the role will help support our membership and events teams as required, supporting them with organising events, some day to day admin on members and following up leads from private hire enquirers, to explore further opportunities.

The role is a busy and varied one, so we are looking for a skilled administrator, who is able to pick up information and tasks quickly. A positive attitude, attention to detail, flexibility, outstanding communication skills and a commitment to cross team working are essential. The role is a perfect introduction for someone interested in learning more about fundraising and the day to day running of a busy, commercial membership team.

## Areas of responsibility

- Be the first point of call for all fundraising enquires and deal with/redirect them as appropriate
- Track individual donors via JustGiving, Stripe etc. and ensure they are thanked quickly and appropriately
- Work with the finance and membership teams to maintain accurate records of all donors
- Keep accurate monthly reports/spreadsheets of fundraising applications and income
- Be the first point of contact for our corporate supporters and ensure they are kept up to date on our work and support them with their fundraising activities
- Liaise with the Employment Academy as appropriate to support the submission of applications and donor reports
- Support the membership and events teams with adhoc admin and support around specific projects
- Support the membership and events teams by giving occasional tours of the House and help with presentations to new supporters/members
- Help with keeping the website updated
- Support the organisation and delivery of fundraising events
- Manage any merchandise sales, taking payments, delivery and stock taking
- Carry out any general administration as is reasonably required
- All staff should, so far as reasonably practical, maintain satisfactory standards of safety and welfare within their authorised areas of responsibility as defined by the HoSB Health and Safety and Disaster Recovery procedures

## Personal specification

### Essential

- Excellent administrative skills including Windows packages & experience of database working
- A high degree of literacy and numeracy
- A thorough, methodical worker, with experience of setting up and/or improving systems
- Website maintenance experience
- Outstanding relationship management skills
- Flexible and proactive - willing to work wherever needed, with excellent time-management skills
- A strong multi-tasker, able to take on a wide range of activities
- Highly efficient, organised with a great deal of attention to detail
- Excellent communicator both oral and written, with the ability to work effectively with a wide range of colleagues
- Able to work autonomously when required.
- Individually works to promote a positive organisational culture that respects diversity and deals with barriers to inclusion

### Desirable

- Experience of working in a social enterprise environment
- Experience of working in an office environment

## Benefits

HoSB provides the following great benefits:

- The opportunity to make a meaningful impact, playing a part in people's journey away from homelessness and towards lasting paid employment
- Pro rata 33 days annual leave (including bank holidays)
- Half a day extra leave for your birthday so you can celebrate in style
- Flexible working hours (in line with business needs)
- Fun team days out twice a year
- Free Barista coffee from our club downstairs(!)
- Autoenrollment into our pension scheme
- Access to a whole host of amazing talks gigs and events
- Attending our amazing graduation ceremonies

## How to apply

Please send a covering letter outlining why you would be suitable for this role together with your most recent CV to [jobs@hosb.org.uk](mailto:jobs@hosb.org.uk). Any applications received without a covering letter will be discarded.

As part of your application, you should also complete the following diversity and equality monitoring form: <https://www.surveymonkey.co.uk/r/NLJW9L5>

**Closing date:** 21<sup>st</sup> April 2019

**Please note: Due to the high level of interest in our organisation, we are unfortunately only able to acknowledge the individual applicants invited to interview.**

You can take a look at how we use your personal data here: <https://hosb.org.uk/privacy-policy/>