

Dear Candidate,

Thank you for your interest in the role of Fundraising Administrator at Endometriosis UK.

We're looking to grow our Fundraising Team to expand and strengthen fundraising opportunities for our community. ***Are you the Fundraising Administrator we need to support our amazing fundraisers and help drive lasting change?***

Endometriosis impacts the physical and mental health of 10% of women and those assigned female at birth, from puberty to menopause - although the impact may be felt for life. Yet it's a disease most people have never heard of, do not understand and currently has no cure. It takes on average, almost nine years to receive a diagnosis in the UK, leaving many living in pain and without answers.

As the UK's leading charity for all those affected by endometriosis, we're determined to change this and ensure that everyone gets prompt diagnosis and the best treatment and support. We have big ambitions in our strategy, focused on raising awareness, better supporting those with endometriosis, driving down diagnosis times, and campaigning for improved treatments and access to services, all possible thanks to the incredible efforts and generosity of our supporters. *Last year, almost 70% of our income was from public donations and fundraising*, which is incredible. Our goal is to make every supporter feel valued while growing diverse and sustainable income streams. It's a big challenge for a small team, and that's where you come in.

Endometriosis UK is looking for a highly motivated Fundraising Administrator to join our busy fundraising team and help support our growth. This will include working across Community Fundraising, Individual Giving, Trusts & Grants, and our Endometriosis Friendly Employer scheme, by providing administrative and logistical support. Whilst you will not need specific experience in all these areas, you will enjoy working with people, be organised, enthusiastic, and proactive, with a willingness to learn.

This is an exciting opportunity to help drive Endometriosis UK's work forward and play a key role in the future of our fundraising.

We look forward to receiving your application.

Best wishes,

A handwritten signature in blue ink, appearing to read "Heidi Yule", written in a cursive style.

Heidi Yule  
Head of Development

## **JOB DESCRIPTION**

Job title:	Fundraising Administrator
Reporting to:	Public Fundraising Manager
Working hours:	Full time / 37.5 hrs a week
Location:	Endometriosis UK's office at London Bridge, with hybrid option (3 days per week in office, 2 days per week from home subject to business need)
Contract:	Permanent
Annual salary:	£27,100 including London Weighting

Closing date for applications: 9am on Wednesday 1<sup>st</sup> October

Interview date: Thursday 9<sup>th</sup> October and Friday 10<sup>th</sup> October at our office in London Bridge.

### **About us:**

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support to all those affected by endometriosis, for example through our website, webinars and information leaflets, and via our local support groups, Helpline, webchat and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare practitioners, the public and the media; lobby for improved treatment and management; and support research. We have a big job to do and ambitious plans.

### **About the role:**

This is a new role that will play a vital support role within our Fundraising Team, helping to ensure the smooth and efficient running of fundraising activities. Working closely with the Public Fundraising Manager, as well as supporting the work of our Head of Development, Trusts and Grants Manager, and Endometriosis Friendly Employer Manager, this will be a busy and varied role.

The Fundraising Administrator will manage inboxes, fulfil merchandise orders, maintain accurate records, and provide high-quality administrative support across a variety of income streams including Community Fundraising, Events, Individual Giving, Corporate Partnerships, and more. Part of the role will also include supporting our fundraisers and Endometriosis Friendly Employers during in person events and awareness stalls, representing the charity and helping to build positive and lasting relationships with our stakeholders.

This role offers training opportunities for your professional development, and the chance to be part of a passionate team working towards a better future for all those with diagnosed and suspected endometriosis.

### **About you:**

We are looking for a highly enthusiastic, motivated, and organised individual who is passionate about driving change for those with endometriosis. Whether you're an experienced administrator or looking to step into the charity sector, you will bring a positive attitude, commitment to high-quality work, and a willingness to learn.

You will be comfortable speaking with various stakeholders via email, phone, and in person, and ensure we have a strong and engaging presence at events. You thrive in a collaborative environment, but you're also confident in managing your own workload and prioritising tasks in a busy setting where no two days are the same.

### **The Role**

#### **Key responsibilities:**

- Monitor all Fundraising shared inboxes, responding within a maximum of three working days
- Maintain accurate CRM records
- Carry out finance administration, including processing donations over the phone, paying in cheques, raising invoices, chasing invoices, and completing supplier forms
- Undertake a minimum of two postal runs a week, sending out merchandise, fundraising materials, welcome packs, certificates, thank you letters and appeals
- Maintain the log of feedback and photos received with permissions to use for event promotions and Annual Reports
- Monitor the Challenge Event income and participation tracker, including upcoming registration and fundraising deadlines
- Maintain Endometriosis Friendly Employer spreadsheets, tracking statuses, and chasing renewals
- Oversee Community Fundraising and Endometriosis Friendly Employer merchandise stock, keeping accurate stock take and tidy storage
- Support with monthly financial reconciliation and CRM imports
- Attend all key Challenge Events to cheer runners and steward cheer volunteers
- Assist with the organisation of EFE events including running stands at employer events
- Assist with the creation of newsletters
- General administration support including booking of travel, accommodation, and diary management
- Support with the organisation of other stewardship events including High Value networking events.

## **Person specification:**

### **Essential**

1. Strong administrative and organisational skills
2. Ability to manage a varied workload and work towards competing deadlines
3. Excellent written and verbal communication that is adaptable
4. Proficient in handling data with excellent attention to detail
5. Comfortable with MS Office and using new platforms
6. Friendly, approachable, and able to build positive relationships with supporters
7. Willingness to work occasional evenings and weekends, with some travel around the UK
8. Be willing to undertake any other duties commensurate with the general level of responsibility of the post.
9. Have an understanding of living with endometriosis or an interest in women's health and empathy with our mission.
10. Have the right to work in the UK and be based in the UK

### **Desirable**

1. Some experience working within the charity sector
2. Experience using a CRM system and fundraising platforms

This is a full-time, office-based role. There is an option to work two days a week from home dependent on business need.

## **How to apply**

The closing date for applications is 9am on Wednesday 1<sup>st</sup> October, and interviews will take place in person at our office in London Bridge on Thursday 9<sup>th</sup> and Friday 10<sup>th</sup> October. To apply, please send your CV and a maximum 2-page cover letter outlining how you meet the person specification and why you are interested in this post to: [assistant@endometriosis-uk.org](mailto:assistant@endometriosis-uk.org)

Please note that for capacity reasons, we are only able to get back to successful candidates on the status of their application.