

JOB DESCRIPTION

Job Title:	Executive Assistant, Capital Campaigns
Hours:	37.5 hours per week
Term:	Full time, permanent
Reports to:	Director of Capital Campaigns
Salary :	Up to £25,000

A little bit about us

Addenbrooke's Charitable Trust (ACT) is the dedicated NHS charity for Cambridge University Hospitals. Cambridge University Hospitals is a family of hospitals comprising Addenbrooke's and The Rosie (maternity hospital) and, from 2025, the brand new Cambridge Children's Hospital and Cambridge Cancer Hospital. Our hospital delivers expert care for patients – locally, regionally and nationally and contributes to some of the most important biomedical research in the world today. Charitable donations fund high-tech equipment, new buildings, specialist staff, extra comforts and vital research to find potential cures and help save lives locally, nationally and worldwide.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are:

Supportive, Innovative, Ambitious and that we ACT with Integrity

Cambridge Children's Hospital and Cambridge Cancer Hospital

We are fundraising for two brand new hospitals, due to be built in 2024 and open in 2025. These will both deliver unrivalled, exceptional care for patients and be underpinned by world-leading research from the brightest minds at Cambridge University. The team fundraising for these projects is called our Capital Campaigns team. We are looking for an exceptionally talented Executive Assistant to support this team by providing incredible organisational skills, brilliant computer skills and unparalleled attention to detail. This role is pivotal in helping us to engage with donors to maximise fundraising.

The role and your team

We are looking for an exceptional Executive Assistant to support our small team in their fundraising for two new hospitals. The Executive Assistant will be a key member of staff in the Capital Campaigns Team, providing outstanding administrative support that helps to ensure the smooth running of the campaign team office and provide excellent stewardship to the donors and volunteers whose support is so valuable to making this project happen.

Key responsibilities

Office administration:

- Liaise with internal and external stakeholders across the campaign
- Prepare agendas and take minutes at meetings
- Help prepare proposals for donors
- Provide diary management support assisting with setting up meetings, booking meeting space and any travel or logistical arrangements.
- Establish and administer a clear filing system ensuring that documents are stored in line with ACT's information policies.
- Keep records of donors and stakeholders on ACT's CRM system up to date and accurate.
- Monitor and record capital expenditure, keeping track of costs, coding and reconciliation with the Finance team.
- Contribute to capital team meetings, planning and wider ACT meetings.

Stewardship:

- Support the Campaign Team in organising tours and meetings for major donors and Campaign Board members and their contacts, involving clinicians and other hospital staff.
- Deal with enquiries to the Capital Campaigns office in a timely and personable manner.
- Support the delivery of cultivation and stewardship events, monitoring and updating guest lists, helping with briefings and volunteering at events as required.
- Keep donor recognition lists up to date, online and within the hospital.
- Prepare thank you letters for capital campaign major donors and trust supporters.
- Provide updated copy for the Communications and Donor Care teams to use in communications with supporters and on the ACT website.
- Support the Capital Campaigns team with the creation and sending of update reports and communications to capital campaign supporters.

General Corporate Requirements

1. To abide by ACT's corporate policies, procedures, standing orders and standing financial instructions as varied from time to time.
2. Not to make public statements relating to the affairs of ACT without prior authority of the Fundraising Director, Finance Director or Chief Executive.
3. To ensure the effective and efficient use of ACT's resources
4. To ensure that all duties are carried out to the highest possible standard
5. To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
6. To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
7. To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
8. To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives
9. To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time
10. To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time

What will I be expected to achieve in my first 6 months?

1. Meet stakeholders and their administrative counterparts and establish yourself as the go-to person for all administration requirements.
2. Understand the operational plans and implement processes to ensure the timely delivery of meetings, plans and reporting.
3. Assess data and filing requirements and establish processes for timely and effective reporting across systems and teams.
4. Assess and establish effective processes to support the team with timely thanking and stewardship.
5. Become fluent in the project and passionate about the cause, able to articulate the need with compelling stories

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined

The closing date for applications is **Sunday, 7th November 2021, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.**

Addenbrooke's Charitable Trust is an equal opportunities employer actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.

PERSON SPECIFICATION

Essential	<ul style="list-style-type: none">• Excellent communication skills• Excellent attention to detail• Highly organised• MS Office (Word, Excel, PowerPoint/Outlook) at an advanced level• Good general numeric skills• The ability to work effectively as part of a team as well as individually• Ability to prioritise effectively• A high level of diplomacy, tact and confidentiality• Approachable, with a friendly manner and positive attitude• Ability to remain calm, focused and professional in a busy role• Ability and willingness to learn new skills and develop professional knowledge• Knowledge of fundraising and passionate about what we do.
Desirable – not essential	<ul style="list-style-type: none">• Experience of working with CRM system• Experience of working in a hospital or medical environment• Experience of fundraising• Experience of capital campaigns.