Temporary Fundraising Assistant (Christmas Toy Appeal), London Head Office
37 hours per week
Grade 1 (lower): £20,019 - £20,600 per annum, inclusive of Inner London Weighting
Temporary 14 week contract from end of September 2020

Family Action's Toy Appeal is an annual campaign to ensure all the children we support receive a gift at Christmas. The Toy Appeal has grown year on year and in 2019 provided over 8,000 presents for children from over 100 companies and community groups. Companies and groups are matched with a Family Action service local to them and given a breakdown of ages to buy, wrap and deliver presents for.

We're looking for an enthusiastic, organised individual who can work well under pressure to help us bring everything together, making this year's toy appeal even bigger and better than ever!

You will need to be highly organised, have excellent written and verbal communication skills and work well under pressure.

Our Values: **People Focus, Mutual Respect, Excellence in all we do and a Can Do attitude.**

If you can relate to these and have the necessary skills and attitude we can offer you:

- **The opportunity to experience working as a part of a busy fundraising team**
- **A fulfilling opportunity to directly improve Christmas for thousands of families this year**
- A competitive salary, leave entitlement and pension scheme
- A full induction and on-going quality training
- The opportunity to become part of Family Action initiatives
- Flexible working hours
- Managed workloads with regular supportive and reflective supervision

For an application pack and further information, including the benefits we offer, please visit www.family-action.org.uk/workingwithus.

Please email completed applications to: completed.application18@family-action.org.uk
Closing date: Monday 17th August, 9am
Interview date: Week commencing 24th August

Family Action offers good working conditions in our lively Head Office. We welcome applications from all sections of the community.