



Surfers Against Sewage
Unit 2, Wheal Kitty Workshops
St Agnes, Cornwall, TR5 ORD

T: 01872 553 001 **F:** 01872 552 615
E: info@sas.org.uk **W:** www.sas.org.uk

JOB DESCRIPTION

The Position:

Role:	Fundraising Administration Assistant
Responsible to:	Membership Manager
Responsible for:	N/A
Salary:	£12,000 per annum
Hours:	37.5 hours a week
Contract:	Permanent
Based:	SAS HQ, Unit 2, Wheal Kitty Workshops, St Agnes, TR5 ORD
Probationary Period:	6 months
Holidays:	25 days per year plus Bank Holidays

Overall Purpose of the job:

To assist the fundraising team with the administration of SAS membership and shop.

Surfers Against Sewage are looking for a Fundraising Administration Assistant to support our growing team. We are looking for someone with a track record in excellent customer service and who has a strong sense of attention to detail.

This opportunity would suit a creative, numerate and very well organised individual who is able to work reliably often on their own initiative but wants to be part of a dynamic team. Excellent verbal and written communication skills, numeracy and energy are vital. The successful candidate will have a good understanding of admin processes and will be able to help support SAS's fundraising team.

Main responsibilities:

Membership administration

- Work with fundraising team to ensure supporters have a successful journey through their relationship with



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SAS and that retention levels develop through excellent customer service.

- Data management; maintain accurate & up to date record keeping of data and comply with best practice and legal requirements regarding data protection.
- Membership administration; collating data, entering on to the SAS database, creating letters from templates and making sure communications are sent promptly
- Stock level management; ensuring stationary and membership tshirt stock levels are sufficient
- Undertake other duties as required by your line manager.

Shop

- Order processing
- Picking and packing merchandise
- Shipment of orders
- Stock replenishment

General office administration

- Office post; ensuring post is sent out daily
- Be the welcoming face of SAS; being the first point of contact for people contacting or visiting the office

Health & Safety

- Ensure that all activities fulfil SAS's Health & Safety requirements, take part in H&S training.

Other

- An ability to be flexible as the organisation requires, you may be required to undertake other areas of work and should be prepared to undertake duties appropriate to the post, as delegated by the Chief Executive;
- All staff are required to abide by organisational policies and procedures.
- Adopt a positive approach to personal and professional development; engaging in one to one meetings and relevant training.
- To be aware of, and act on, relevant health and safety responsibilities as an employee of SURFERS AGAINST SEWAGE and adhere to these wherever you are working.
- To maintain confidentiality in all areas of work at SURFERS AGAINST SEWAGE.
- To carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager or any other member of the SURFERS AGAINST SEWAGE team.