



JOB DESCRIPTION

Events & Fundraising Administrative Assistant

Reports to:	Events & Fundraising Officer
Salary:	£14.80 per hour
Location:	Hybrid (min. 2 days per week in Holborn office)
Hours:	Part-time (21 hours per week), worked either as three full days or spread across four to five days
Contract:	Temporary / Fixed-Term Contract (through June 2026)

PURPOSE OF THE POST

The Events & Fundraising Administrative Assistant helps to organise and prepare for the London Legal Walk, our largest fundraising event raising taking place in June of this year. They will work to process event registrations, update our Salesforce database, help manage team fundraising webpages, assist with the procurement of supplies and resources, and provide general administrative duties. The Events & Fundraising Administrative Assistant may also help with preparations for other fundraising events and activities, as needed.

MAIN DUTIES AND RESPONSIBILITIES

ORGANISING EVENTS

- Manage event registrations using Salesforce (training provided)
- Update team fundraising webpages
- Help procure events supplies and resources
- Work with the Events & Fundraising Team to produce event and fundraising materials
- Draft event correspondence
- Set-up, attend, help at and supervise events

- Respond to event enquiries from volunteers, supporters and the public via phone, email and online channels with professionalism and empathy
- Promote LLST externally and ensure its good reputation is maintained

ADMINISTRATIVE DUTIES

- Process and input events income as and when required
- Maintain and improve LLST's internal database, Salesforce, with regards to event registration and data entry
- Maintain contact database in line with data protection and LLST policy
- Send event materials / poster packs

GENERAL

- Ensure LLST's activities comply with charity, company and general law
- Assist with the day-to-day smooth running of the office
- Other tasks as required and generally commensurate with the post.

PERSON SPECIFICATION

Essential Criteria

- Enthusiasm for the cause and our work; commitment to social justice and equal opportunities for all
- Excellent attention to detail
- Confidence with IT including Microsoft Office suite
- A keen interest in events management, particularly fundraising events
- Ability to multitask in a busy team environment
- Able to manage own workload effectively, dealing with conflicting priorities and meeting deadlines
- Good written and verbal communication skills, with confidence engaging with volunteers, staff and the public
- Excellent interpersonal skills, including written and oral communications skills
- Ability to work well under pressure; strong organisational skills to work in a busy environment with competing demands
- Ability to follow processes and meet deadlines consistently
- Proven ability to communicate with a wide range of people and to liaise effectively with other organisations
- Highly motivated, with ability to work on own initiative and as part of a small team
- Flexibility and willingness to learn new skills

- Professional, reliable and responsible
- Discretion and confidentiality when handling sensitive information
- A positive attitude to problem solving and finding new solutions

Desirable Criteria

- Knowledge and understanding of Salesforce
- Experience of event co-ordination
- Experience supporting senior staff or leadership teams
- Experience of using social media for business

OTHER IMPORTANT INFORMATION

Equality and Diversity

The advice sector provides services to a very diverse range of communities in London. We believe that a more diverse and inclusive organisation is the perfect environment to bring more innovation and better decision making. We are therefore particularly welcome of applications from diverse backgrounds including, Black and minoritised communities, and from people with disabilities to help strengthen the diversity of thought and experience in our team.

We are committed to providing a supportive and inclusive culture for everyone who needs or provides our services and within our own organisation and will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, gender identity (including transgender), disability, nationality, national or ethnic origin, religion or belief, marital / partnership or family status, caring responsibilities, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any other factor.

As employers, we aim to treat all employees and job applicants equally and fairly and not unlawfully discriminate against them.

Benefits

- 25 days of annual leave per year, increasing to a maximum of 31 days per year with the numbers of years in the organisation (pro-rata for part-time) plus bank holidays (pro-rata for part-time)
- Hybrid working
- Flexible working options
- Employee Assistance Programme

- Contribution to pension scheme after 3 months of employment (5% employer, minimum 3% employee)
- Continuing personal development opportunities
- Enhanced maternity/adoption and paternity leave pay

How to apply

To apply for this role, please email Kate Rutland (kate@llst.org.uk) a copy of your CV with a covering letter of no more than two pages of A4, describing how you meet the requirements of the role and the criteria outlined in the person specification.

Please include in your cover letter answers to the following questions:

1. Do you currently have the right to work in the UK?
2. This role requires regular in-person attendance in London, including weekly office days and numerous meetings. Are you currently based in London, or able to reliably commute to London as required?
3. This role supports an event in early June and requires availability throughout May and early June. Are you fully available during this period (with no pre-booked holidays or planned periods of leave)? (If no, please provide more detail in your cover letter.)

We should also be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for interview or when visiting the offices.

Please ensure that you have included mobile and home (if there is one) telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

Timetable

Closing date: When position filled (or until sufficient applications received)

The successful appointment is subject to satisfactory written references and right to work checks.

This job description does not form part of the Contract of Employment.