

MACMILLAN CANCER SUPPORT (JERSEY) LIMITED	
Job Title	Charity Support
Reporting To	Operations and Communications Manager
Accountable To	CEO and Board of Directors, Macmillan Jersey
Main Purpose	To provide administrative support for the charity
Location	Flexible
Duties & Responsibilities	<p>Fundraising and Operational Support:</p> <ul style="list-style-type: none"> • Download all income source data weekly • Update financial logs with information • Manage and delegate charity tin distribution and collection • Create and send out thank you letters to donors each week • Manage monthly regular giving communications • Support in banking activity • Update CRM weekly • Support in website updates • Event support • Second authorise payments • Support with donor stewardship programme • Support in the creation of and send out quarterly supporter communication • Cover the fundraising phone line <p>The Lounge:</p> <ul style="list-style-type: none"> • Provide holiday and sickness cover • Support with community events at The Lounge <p>General Charity Administration:</p> <ul style="list-style-type: none"> • Diary management for team • Minute taking at meetings • Scheduling staff 1-2-1 and appraisals • Support and send out quarterly green team email <p>Cancer Support Service Administration:</p> <ul style="list-style-type: none"> • Organise meetings and appointments (minimal) • Write up clinic dictations (minimal)
Macmillan Jersey Team Values	
<ul style="list-style-type: none"> • We are professional and welcoming. • We treat everyone with kindness. • We put the individual at the core of all we do. 	
Working hours	30 hours a week, 25 days holiday per year Salary: £20-25k depending on experience