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| Entity in which the role sits: | The National Motor Museum Trust Limited | Position type: | Either FT or PT  Please enter number of hours per week below:  30 or 37.5  Permanent Salaried  **Additional information:**  Insert additional position information here (if any) |
| Job title: | Development Assistant |
| Department: | Development Office |
| Location: | NMMT Collections Centre, Beaulieu, SO42 7ZN  (For example, John Montagu Building, Beaulieu, SO42 7ZN) |
| Salary range:(Based on experience) | £ 18,525 to £ 25,000 pro rata  Select FTE / Hourly |
| Study package? | Study package included? |
| Driving licence required? | Yes | Standard Beaulieu Hybrid Working Policy Applies: | Yes |
| Travel required? | Minimal | **If no, please specify why it doesn’t apply and outline what does apply below:**  Insert additional hybrid working information here |
| Start date: | 06/01/2025 |
| Application cut-off date: | 06/12/2024 |

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| **Reporting lines:** *(Please use the hierarchy template below or insert a screenshot of a different organisational chart if you have one. Please ensure this role is highlighted)* |
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| Purpose of the role: |

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| The National Motor Museum is planning to launch major capital and legacy fundraising campaigns. The team is expanding ahead of the campaigns with more recruitment planned in 2025 and 2026. This new role sits within the Development Team and will have an events focus.  The Development Assistant will be an active member of a small fundraising/membership team. He/she will have the potential to learn and develop a variety of different fundraising skills and gain an in-depth knowledge of a diverse portfolio of income generation and donor stewardship.  The Development Assistant will support all development activities, new fundraising initiatives and planned fundraising campaigns and events to ensure they run smoothly. The role will focus, initially, on events and database management but will grow and develop with the individual as part of future development and fundraising activities.  An interest in motoring is desirable and advantageous in this role, but not essential. |

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| Qualifications / Education (or equivalent) | Importance | Assessment approach |

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| Minimum of A levels or equivalent | Essential | Shortlisting / Interview |

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| Experience | Importance | Assessment approach |

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| At least 2 years’ experience of office work | Essential | Shortlisting / Interview |
| Event organisation experience | Essential | Shortlisting / Interview |
| Advanced experience of Microsoft applications including Word, Excel, PowerPoint and Teams in a business environment | Essential | Shortlisting / Interview |
| Experience of using a database, preferably a CRM database | Desirable | Shortlisting / Interview |
| Experience of working for a non-profit / charity / museum sector | Desirable | Shortlisting / Interview |

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| Skills | Importance | Assessment approach |

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| Experience of communicating with a wide range of individuals and organisations | Essential | Interview |
| Excellent communication skills both written and verbal | Essential | Interview |
| Ability to work independently and as part of a team | Essential | Interview |
| Ability to prioritise work and to respond to enquiries in a timely manner | Essential | Interview |
| Ability to manage a varied workload and work on own initiative to multiple deadlines | Essential | Interview |
| Attention to detail and ability to think analytically | Essential | Interview |
| Awareness of Data Protection issues and the ability to work with confidential sensitive information | Desirable | Interview |

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| Knowledge and understanding | Importance | Assessment approach |

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| Working knowledge of Charity Law, Data Protection, Fundraising Code of Practice, and other relevant marketing or fundraising standards across the sector. | Desirable | Shortlisting / Interview |
| Knowledge of Gift Aid | Desirable | Shortlisting/Interview |

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| Attributes | Importance | Assessment approach |

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| Excellent Interpersonal skills | Essential | Shortlisting / Interview |
| Self-starting with a willingness to take the initiative | Essential | Shortlisting / Interview |
| Pro-active and flexible approach | Essential | Shortlisting / Interview |
| Methodical and organised with a professional manner | Essential | Shortlisting / Interview |

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| Role and responsibilities |
| **Fundraising:**   * Provide administrative support to the Head of Development and the Philanthropy Manager. * Conduct and document prospect research into prospective donors and supporters. * Support fundraising activities through postal, e- mail, telephone, and online channels. * Create, maintain and manage donor records and income are accurately recorded and managed on an Access Charity CRM database. * Record and report on donor and membership income on an Access Charity CRM database. * Create Access Charity CRM queries and generate reports. * Support donor stewarding / thank you communications, activities and events. * Act as an ambassador for the development team and for the National Motor Museum and liaise with the public, Friends, Beaulieu 100 members, donors and funders, stakeholders, Trustees, and supporters of the National Motor Museum. * Work with colleagues across the organisation to deliver a positive and effective donor experience of the National Motor Museum.   **Events:**   * Contribute to the administration, planning, organisation and delivery of fundraising, advocacy, public engagement, sponsorship and outreach events that promote the objectives of the NMMT. * Coordinate event arrangements with both internal stakeholders and external parties. * Manage events administration, including setting up events on our ticketing platform and on our website, manage event registrations, deal with enquiries, process payments and refunds. * Coordinate with designers and content creators to produce event related promotional materials such as banners, stands, print media, press releases, video and social media. * Monitor events costs and income against the Development budget. * Represent the National Motor Museum at key motoring and fundraising events at Beaulieu: this includes several evening events throughout the year and from May to September 8-10 weekend days. Time off in lieu will be available. * Represent the National Motor Museum at external motoring and fundraising events. The team is responsible for delivering several large events off-site, arranging and manning stands at key motoring shows and arranging smaller fundraising and membership events off-site. On occasion this may require one or more nights away. Time off in lieu will be available.   **Additional general responsibilities for all staff**   * To actively promote the core Values the NMMT whilst working towards achieving the strategic objectives of the Charity and Business plan. * To contribute to ensuring the security of the Collections Centre, and particularly the security of NMMT collections. * Promoting equality of opportunity, diversity and inclusiveness to ensure that the delivery of people management, policies and systems through all aspects of the Charity are fair, transparent and consistent, without prejudice or discrimination to all internal and external stakeholders. * To comply with Health and Safety legislation and NMMT / BEL policies and procedures designed to ensure the health and well-being of our staff, volunteers and visitors, working with colleagues as necessary to ensure a safe working environment. * To complete any other appropriate duties and responsibilities as requested, commensurate with this role, and to always work in compliance with relevant legislation and NMMT policy. |

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| Line Manager Approval: (Signature and name) | Nellie Rogers | Date: | 14/11/2024 |
| HR Approval:  (Signature and name): | Insert approver name here | Date: | Click or tap to enter a date. |