



## Job Description

<b>Job title:</b> Fundraising & Events Assistant	<b>Salary:</b> Up to £26,000
<b>Hours:</b> Full time, 37.5 hours per week	<b>Location:</b> Minimum of three days in the office (Monday, Tuesday and Thursday), in London, N5
<b>Reports to:</b> Corporate Partnership Manager	<b>Holiday:</b> 25 days annual leave plus bank holidays and additional days over Christmas
<b>Apply online by midnight on 22nd April 2026:</b> <a href="https://wkf.ms/4sFo5xL">https://wkf.ms/4sFo5xL</a>	

### Charity overview:

Spread a Smile brings joy and laughter to seriously ill children in NHS hospitals and hospices across the country. Through in-person and virtual visits and events, Spread a Smile's entertainers – from magicians to musicians, artists, fairies and therapy dogs – enhance wellbeing and help young patients and their families cope with the pain and anxiety of serious illness and hospitalisation.

### Job purpose:

This is an exciting opportunity to join a passionate and growing fundraising team at one of the UK's most distinctive children's charities. You will support the delivery of a varied programme of fundraising events and activities, while also providing hands-on assistance across corporate and community income streams. Reporting to the Director of Fundraising, you will play an important role in helping Spread a Smile grow its income and supporter base. This role is ideal for someone who is highly organised, personable and enthusiastic, and is looking to build a career in fundraising.

### Key Responsibilities:

#### ***Event Delivery & Development***

Support the planning, organisation and delivery of Spread a Smile events, from conception through to evaluation, including:

- Assist with event logistics from initial planning through to post-event evaluation, including venue liaison, supplier bookings, and guest communications.
- Help maintain event budgets and track income and expenditure, flagging any issues to the Director of Fundraising.
- Assist in the creation of event marketing materials and help promote events across social media channels and the Spread a Smile website.
- Manage invitee lists, send communications and follow up with guests to maximise attendance.
- Source prizes, auction lots and gifts in kind for events and activities throughout the year.
- Attend events to provide on-the-ground support, ensuring a positive and memorable experience for all attendees.
- Support the stewardship of event attendees and donors following each event, including thank you communications and post-event reporting.
- Help maintain accurate event records and contribute to the monitoring and evaluation of the events portfolio.

### **Corporate Partnerships & Volunteering Support**

- Provide day-to-day administrative and logistical support to the corporate partnerships programme, including communications with partners, booking entertainers, attending events, maintaining records on the CRM database and preparing materials for meetings.
- Assist with the coordination and delivery of corporate volunteering and partner-led fundraising activities, ensuring a smooth and engaging experience.
- Support the stewardship of corporate partners, helping to ensure they feel valued, informed and connected to Spread a Smile’s work.
- Help identify opportunities for corporate partners to deepen their engagement with the charity, including through events, matched giving and employee fundraising.
- Assist with the preparation of partnership proposals, impact reports and supporter communications.

### **General**

- Help manage the charity’s fundraising inbox, responding promptly and warmly to enquiries from supporters.
- Assist with the production of fundraising content, appeals and thank you communications for individual donors and community supporters.
- Maintain accurate and up-to-date records on the CRM database, ensuring all supporter interactions are logged and GDPR-compliant.
- Supplying fundraising content for digital channels.
- Develop and maintain a working knowledge of fundraising regulations, GDPR and supporter data management, ensuring all activity is compliant with relevant legislation and Spread a Smile's data protection policies.
- Work in accordance with the organisation’s Vision, Mission and Values and all policies and procedures.
- Support a culture of care for the team, volunteers and the families that we work with, including appropriate responsibility for safeguarding. Follow the organisation’s safeguarding policy and procedures at all times.
- Contribute to the culture of the organisation, actively supporting wider organisational activities including attendance at fundraising events.

### **Person Specification:**

We are looking for someone who is enthusiastic, eager to learn and ready to make a real contribution from day one. We do not expect candidates to have extensive prior experience – what matters most is attitude, potential and a genuine commitment to our mission.

<b>Skills &amp; Experience</b>	<b>Essential or Desirable</b>	<b>Assessed via CV</b>	<b>Assessed at interview</b>
A genuine enthusiasm for fundraising and events, and a commitment to building a career in the charity sector.	<b>Essential</b>		✓
A commitment to the wellbeing of children and to Spread a Smile’s vision and mission.	<b>Essential</b>		✓
Excellent organisational skills and attention to detail, with the ability to manage multiple tasks and deadlines simultaneously.	<b>Essential</b>		✓

<b>Skills &amp; Experience</b>	<b>Essential or Desirable</b>	<b>Assessed via CV</b>	<b>Assessed at interview</b>
Strong written and verbal communication skills, with the ability to write warmly and professionally to a range of audiences.	<b>Essential</b>		✓
A confident and personable manner, with the ability to build positive relationships with supporters, volunteers, partners and colleagues.	<b>Essential</b>		✓
Strong team player who is happy to turn their hand to a variety of tasks and support colleagues across the team.	<b>Essential</b>		✓
Resilience and adaptability. The ability to remain calm and solutions-focused under pressure, particularly around event delivery.	<b>Essential</b>		✓
Proficiency in Microsoft Office (Word, Excel, Outlook). Comfortable learning new systems including CRM databases.	<b>Essential</b>	✓	✓
Some exposure to events, fundraising or charity work, whether through employment, volunteering, university or extracurricular activities.	<b>Desirable</b>	✓	✓
Experience of using social media for organisational or promotional purposes.	<b>Desirable</b>	✓	✓
An understanding of, or willingness to learn about, fundraising regulations, GDPR and supporter data management.	<b>Desirable</b>		✓

This job description is not exhaustive and the role will include other tasks and responsibilities commensurate with the post, subject to change to meet the needs of the organisation.

### **Values & Culture**

We are committed to creating an inclusive and supportive environment where every team member can thrive and contribute to our mission. Organisational values are: Bringing a Positive Energy; Being Adaptable; Going Above and Beyond; Behaving Professionally and Showing Ambition.

### **Pay and benefits:**

- Salary: Up to £26,000
- 25 days holiday, plus bank holidays and additional days off over Christmas.
- Flexible working options. This is a full-time role with a minimum of three days in the office in London N5.
- Core office hours are 9am–5pm or 9.30am–5.30pm.
- Health Shield Cash Plan which allows employees to claim money back on routine health costs and provides access to a helpline and access to counselling services.

- Dog friendly office building.

### **How to apply**

[Online](#) by midnight on 22 April 2026.

We welcome all candidates to apply, regardless of age, sex/gender, disability, race, religion, sexual orientation, marital status or pregnancy/maternity. If you have any disability and require reasonable adjustment/s to any part of the process, then please contact Roxane Caplan at [roxane@spreadasmile.org](mailto:roxane@spreadasmile.org).

### **Safeguarding**

We are committed to safeguarding and protecting the children and families we work with, creating a setting in which everyone feels welcome and safe. Our safer recruitment process and organisational safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across the organisation. Any offer of employment made will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) and Regulated Activity check.

**Spread a Smile, Registered Charity No.1152205**