



Fundraising & Events Administrator

Part-time





We are a dedicated youth charity, empowering every young person to raise their ambitions and realise their potential.

Working closely with young people, we support their personal development and wellbeing, as well as helping them overcome obstacles and progress onto professional pathways.

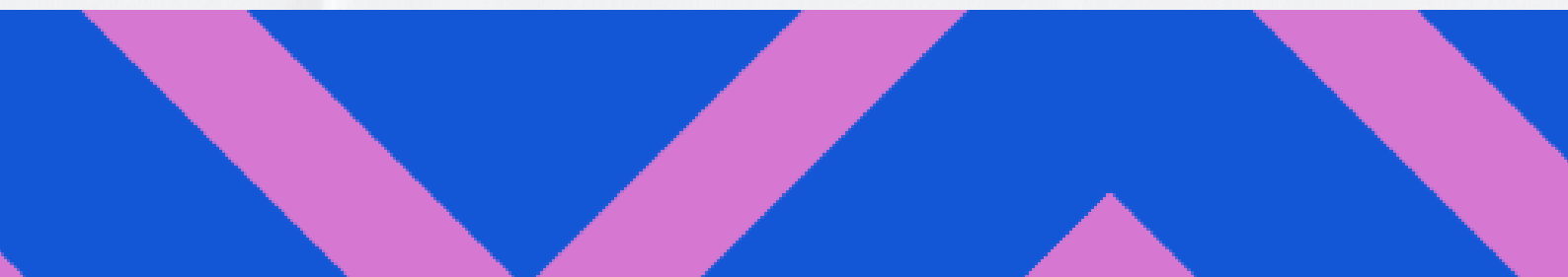
Every day, we work to enrich the lives of young people.

Our **Mission:**

Inspire is a charity dedicated to helping young people discover their purpose and fulfil their potential. Each year over 2,500 young people turned to us for support, guidance, and opportunities.

Our mission is rooted in the belief that every young person deserves the chance to lead a confident and fulfilling life. That's why we focus on all aspects of wellbeing—mental, physical, emotional, and social—to equip young people with the tools and guidance they need to succeed.

To make that all possible, we have an eclectic mix of brilliant people working to do great things for others. We're committed to creating a supportive working environment where both our team and the young people we serve can thrive. We hope this pack gives you a better understanding of who we are!



The role:



Title: Fundraising & Events Administrator

Reports to: Head of Fundraising & Events

Based at: Inspire, Lindbergh Road, Ipswich, IP3 9QX

Salary: £24,762 - £27,419 per annum (FTE)

Hours of Work: 22.5 hours per week (3 days)

Looking for your next challenge?

We are seeking a proactive and highly organised Fundraising and Events Administrator to support the delivery of our fundraising initiatives and events programme. This pivotal role involves coordinating logistics, managing communications and providing administrative support to ensure the smooth running of events and campaigns.

This is an exciting opportunity for someone who thrives in a dynamic environment and is passionate about making a meaningful impact through well-executed fundraising and community events.



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I felt like an absolute failure before having dropped out of college and every relationship around me seemingly breaking down. Inspire really got me out of the slump that I was in. They had belief in me when I did not believe in myself."

Jessica
participated in Team Programme

Key responsibilities:

Working closely with the Head of Fundraising and Events, the postholder will play an important role in delivering the Fundraising and Events Strategy, helping to ensure that events and stakeholder engagement activities contribute to the Charity's fundraising ambitions and wider organisational goals.

The key objectives of the role are:

- Provide comprehensive administrative support for all fundraising and event activities;
- Coordinate logistics for events, including venue bookings, equipment hire, catering and volunteer management;
- Maintain accurate records of event attendees, sponsors, finance and participation;
- Deliver excellent customer service to fundraisers and stakeholders, ensuring contributions are acknowledged and relationships nurtured;
- Support the creation and distribution of fundraising campaigns and materials in collaboration with the marketing team;
- Ensure community events and activities are promoted across media platforms;
- Keep the fundraising database updated with all relevant contacts and event details;
- Attend meetings, presentations and events as required;
- Uphold the organisation's values and take personal responsibility for health, safety, welfare and safeguarding.

The personal profile:

We are looking for a highly organised and motivated individual with a genuine passion for our mission and a commitment to making a difference in the community.

Essential requirements:

- Strong organisational and administrative skills
- Excellent attention to detail and ability to manage multiple tasks
- Ability to work effectively and independently
- initiative and drive to lead and grow fundraising efforts
- Willingness to work flexible hours, including evenings and weekends
- Excellent verbal and written communication skills
- Ability to effectively communicate the Charity's mission and impact
- Strong collaboration skills with colleagues, volunteers and stakeholders
- Genuine passion for the Charity's mission and commitment to community impact
- Adherence to fundraising regulations and codes of conduct

Desirable requirements:

- Proven experience in charity fundraising
 - Experience of meeting or exceeding fundraising targets
 - Strong network within the business sector, including potential donors and sponsors
 - Knowledge of current fundraising trends and best practices
 - Familiarity with various fundraising methods, including events and online campaigns
 - Understanding of digital marketing and social media platforms
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The benefits:

Join our fantastic team at Inspire and enjoy a range of benefits to enhance your own well-being, improve your work-life balance and most importantly make a difference to the lives of the young people we work with. Here is what makes us a great place to work:

Competitive Salary:

We offer a competitive salary that reflects your skills, experience and hard work;

Uniform:

We make sure you feel part of the team with a professional, high quality uniform provided at no cost to you.

Career Development:

We invest in your future with access to training and opportunities for career advancement within the organisation.

Birthday Leave:

You will be awarded an additional day's leave to celebrate your birthday so you can enjoy your special day without having to worry about work.

Gifted Leave:

We understand the importance of quality time with loved ones and that is why we gift additional annual leave over the Christmas period to staff, allowing you to fully enjoy the festive break.

Additional Annual Leave:

We recognise and reward your commitment. The longer you stay, the more annual leave you will accrue (up to an additional 5 days) because your loyalty deserves to be celebrated.

Free Spaces at Inspire Holiday Clubs:

We understand and recognise the importance of family and that's why we offer free places for your siblings aged between 5-11 years at our holiday clubs to support you whilst working, making it easier for you to balance your work and family life;

Free Parking:

Enjoy the convenience of free car parking at all of our sites;

We believe in equality, diversity and inclusion. We are committed to welcoming, respecting and valuing people for who they are as individuals, learning from their differences, embracing their uniqueness, and providing a positive workplace for all.

How to apply:

Deadline: 0900 hours on Monday, 3rd August 2026

(Interviews will be held on Wednesday, 12th August 2026)

If you have the right skills and experience to support our charity, then please apply by forwarding an up-to-date CV to Sara Warburton, Head of Fundraising and Events at saraw@inspirecharityuk.org

We review every application carefully and, if we consider your profile a good match, we will contact you to invite you to take part in the interview process. The first part of the interview process will be a telephone interview and the second part of the process will be in the form of a formal interview.

Shortlisting and interviews will take place while the advertisement is live, which may mean the position is closed early if suitable candidates are found.

Inspire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to pre-employment checks including an enhanced DBS check.

