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BACKGROUND

Armagh Robinson Library

Established in 1771 by Archbishop Richard Robinson, Armagh Robinson Library is the oldest public library in Northern Ireland. With the Library of Trinity College, and Marsh's Library, both in Dublin, it is one of the most important heritage libraries on the island of Ireland.

Along with its second building at nearby No 5 Vicars' Hill, where examples of the Library's non-book collections are on display, Armagh Robinson Library is an accredited museum and a popular visitor attraction. The Library appears in *The Lonely Planet Guide's Top 500 Places to Visit in the United Kingdom*, one of only twenty tourist attractions from Northern Ireland to feature.

The Library is currently fundraising for a new Endowment to generate long-term income to sustain its activities. The National Lottery Heritage Fund has agreed to match £1:£1, up to a total of £1 million, what the Library raises by 31 August 2023.



JOB DESCRIPTION

Job Title: Fundraising Administrator

Duration: Fixed-term contract until 25 August 2023

Normal Work Location: Armagh Robinson Library, 43 Abbey Street, Armagh, BT61 7DY

Hours of Work: 20 hours per week (excluding breaks)

Normal working hours will be between 9am and 5pm Monday-Friday – exact days and time for the 20 hours to be worked will be agreed at the start of employment. Some evening and weekend work may be required as dictated by operational needs. Where the hours worked exceed 20 hours per week, time in lieu will be applicable.

Holiday Entitlement: 25 days plus 11 Public Holidays per annum (pro rata)

Salary: £22,571 pro rata (Related to NJC Scale 5 Point 14)

Reporting to: The Director

Main Purpose of the Job

Part-funded by National Lottery Heritage Fund, the purpose of the post will be to support the Library's current Endowment Appeal by carrying out a range of administrative duties, as specified below.

Duties and Responsibilities

- Maintenance of all records associated with the operation of the Library's book and shelf adoption schemes.
- Establishment and maintenance of databases/ mailing lists for both donors and the Library's book and shelf adoption schemes.
- Ensure that all data collected is recorded ethically and accurately in compliance with GDPR and all other statutory requirements.
- Co-ordination of all correspondence and contacts between the Library's Development Advisory (i.e. fundraising) Committee and existing and potential donors.
- Co-ordination of all correspondence with participants in the Library's book and shelf adoption schemes.
- Ordering, stocking, completion and dispatch of all certificates and means of recognition associated with the book and shelf adoption schemes.
- Provision of administrative support for all visits and events organized by members of the Library's Development Advisory Committee and Library Staff in support of the Endowment Appeal.

- Record keeping in relation to funds raised through the Library's Endowment Appeal.
- To research potential sources of income for the Library's Endowment Appeal.

General

- Adhere to all Library policies and procedures.
- Adhere to health and safety regulations and be aware of disability and access requirements, familiar with evacuation procedures and able to implement them in case of an emergency, including assisting visitors and colleagues.
- Keep up to date with developments and changes in legislation to aid and enhance the role, whilst ensuring adherence to legislation.
- Undertake training and attend meetings as appropriate and provide feedback and comments to maintain the high standard of the Library.
- Promote and safeguard the welfare of children, young people and adults at risk with whom you may come into contact.
- Any other reasonable duties which fall within the remit of this job role.

SELECTION CRITERIA

Essential Criteria

- Five GCSEs to include English and Mathematics at Grade C or above (or equivalent qualification).
- A minimum of one years' experience working in an administrative or support role in a commercial, charitable, professional or public service organisation.
- Excellent organizational skills and attention to detail.
- Outstanding interpersonal and communication skills.
- Excellent IT skills, to include proficiency in word processing, spreadsheet management, database management and mail merging.
- Ability to work outside normal office hours when it might be required at fundraising events.

Desirable Criteria

- A primary degree (or equivalent qualification).
- Three or more years of experience in an administrative or support role in a commercial, charitable, professional or public service organisation.
- Previous experience of working in a fundraising context.