

## **Job Title                      Fundraising and Marketing Assistant**

<b>Based</b>	<b>Atherton House, Manchester</b>
<b>Hours</b>	<b>35 hours per week</b>
<b>Salary</b>	<b>£17,262.60 per annum (£9.43/hr)</b>
<b>Annual leave</b>	<b>25 days plus 10 statutory days</b>

Henshaws is a charity that helps people living with sight loss and a range of other disabilities to achieve their ambitions and go beyond expectations. We believe that everyone has the right to an independent and fulfilling life. Our support, advice and training helps people and their families build skills, confidence and look forward to a positive future.

We are now looking to recruit an enthusiastic and committed Marketing and Fundraising Assistant to provide brand, editorial and digital support to both the marketing and fundraising teams

We are looking for someone who has:

- Previous marketing experience, ideally working with the Media
- Excellent copy-writing skills and relevant prior experience
- Experience of using a Content Management system (e.g. Wordpress) and analysing web statistics with Google Analytics

It would be beneficial to have worked in the 'not for profit sector' before and prior experience of working with donor databases would be advantageous.

The closing date for applications is 12.00 noon on Friday 17th July 2015.

For further information and to apply, go to [www.henshaws.org.uk](http://www.henshaws.org.uk) and follow the job links.

**The post holder may be subject to an enhanced DBS check with child and adult barring prior to the commencement of employment at Henshaws. Please read the Job Description for further details.**

**We welcome applications from all sections of the community. We will make every endeavour to make reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability**