

20 October 2025

Church Profile

www.sjp.org.uk

Fundraising Administrator (full-time role)

Salary: £32,000 pa (refer last page for further details)

Introduction

St James's is a lively, inclusive church in central London and draws together a diverse set of activities, projections, and aspirations. Rooted in its character as an Anglican parish church, it has a decades-long track record of gathering people of all faiths and none in a range of social outreach, earth justice and arts/music programmes.

Our Vision

Rooted in God's earth, we envision a just society and a creative, open-hearted church.

Our Values

Contemplation. Action. Adventure. Kindness. Courage.

Purpose of the role and dimensions

St James's Church Piccadilly is at an exciting moment in its 340-year history. Fundraising for the 'Wren Project', a £23m capital campaign, and plans for endowment campaign, are well underway and the team is progressing well towards its target.

This new role will support the fundraising team, working closely with the Head of Fundraising, to provide full administrative support across all functions of the department. These include The Wren Project and work associated with social outreach, arts programming and running costs of the church, ensuring that these areas are administrated in a timely and effective manner.

We are looking for someone committed to making a difference to our work and interested in developing a career in fundraising. We welcome experience gained outside the charity sector and are committed to supporting learning and development in this role.

This position requires an individual who will demonstrate a passion for their work, delivering high levels of personalised care to a range of donors and have the ability to communicate effectively, while maintaining attention to detail to ensure the smooth delivery of the processes behind donor engagement. You must also be flexible and confident in providing wider support across the fundraising teams within St James's Piccadilly.

This role will involve building strong relationships at St James's Piccadilly and gain a deeper understanding of our work. There may also be occasional visits to outside events and to our sister church – St Pancras, Euston Road – as needed and once the capital project has begun.

Key duties and responsibilities including key results

1. To provide excellent customer care to all donors, delivering optimum supporter journeys working effectively with the wider team within St James's Piccadilly.
2. To manage all associated fundraising payment processes and procedures and work effectively with finance to manage accurate reconciliations
3. To support the Director of Development with pipeline management
4. To provide fundraising support across the department and locations of our services in respect of a range of activities including fundraising events
5. To support the Director of Development and Rector in time bound projects as and when necessary

Supporter Care

- To be proactive in enabling the supporter journey with timely communications (phone, email and letters) and clear stewardship with both existing and new donors
- To ensure effective frontline support and response for donors across a range of incoming systems
- To ensure donation processes and procedures are adhered to and executed in a timely manner, in accordance with SORP guidelines – updating those wherever required with approval by the Head of Fundraising.

Donations and Data Entry

- To have regular pipeline meetings with the Director of Development to record meetings, emails and ensuring that new approaches are identified on the database

- To ensure that the fundraising CRM database (Donorfy) is up to date and that supporters contact and financial data is accurate, including creating new records
- To complete weekly allocation tasks in accordance with the approved process, liaising with the finance department to ensure that all batched income is allocated correctly
- To do data inputting on the CRM including: regular giving, importing income from external agencies including CAF and Just Giving, processing Gift Aid and accurately storing declarations
- To do filing and management of paperwork, ensuring due diligence and security measures are followed

Fundraising and Volunteer Support

- To provide active support to a range of events including managing participants, sending information, monitoring online giving pages and on the day set up and pack down
- To directly source donated items and contributors to support fundraising events including raffle/auction prizes and coordinating suppliers, stallholders and entertainers
- To coordinate and communicate with volunteers for events and corporate volunteering days and activities, ensuring they are briefed and supported
- To support any regular mailings or email contact to supporters, assisting with the cleaning and compliance of data once an agreed annual schedule is in place regular.

Other Administrative Aspects

- To manage all aspects of incoming fundraising post and dedicated inboxes along with outgoing mailings
- To ensure general department are kept up to date including attendance at meetings within St James's Piccadilly wherever possible
- To be conversant with relevant fundraising legislation and the guidelines of the Fundraising Regulator and the GDPR

To undertake other duties as may be required and which are consistent with the nature of the role.

Person specification

Essential Criteria unless otherwise stated

- To be in sympathy with and proactively supportive of the ethos and values of St James's Church. (Refer www.sjp.org.uk for details.)

Knowledge and Experience

- Experience of banking processes and consistent financial reconciliation
- Experience of working in a customer focused environment, preferably within fundraising
- Good working knowledge of CRM database
- To be conversant with relevant fundraising legislation and the guidelines of the Fundraising Regulator and the GDPR
- Ability to manage a busy workload meeting deadlines
- Experience of working on own initiative and as part of a team
- Experience of supporting fundraising events, including logistics and on-the-day delivery (desirable)
- Experience of coordinating or working with volunteers, including corporate groups (desirable).

Skills

- Excellent communication skills including written (and email) and on the phone
- Excellent attention to detail with a good eye for detail
- Excellent general IT skills including Word & Excel
- Good relationship building skills and an ability to work across teams creating strong internal networks
- Strong organisational skills with the ability to manage multiple tasks in a live event environment
- Confidence in engaging with a range of stakeholders, including participants, local businesses, and community groups.

Personal Characteristics

- A consultative approach to solving problems
- Planning and organising; schedules activities effectively
- A positive upbeat attitude

- Effective team player
- Role model our values in all aspects of work
- Flexible and adaptable, with a willingness to work occasional evenings and weekends to support events.

Equity, inclusion and diversity at St James's

It is important that we are representative of London's people and communities. We actively welcome applications from people currently under-represented in our staff and community including people with global majority heritage, people with lived experience of poverty and people who identify as LGBTQ+.

Safeguarding

St James's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Employment details

Contract type: Employment contract - 6-month probation

Remuneration: £32,000 pa; 7.5% pension contribution by St James's with 0.5% contribution by the employee; 25 days annual leave plus 8 public holidays

Working hours: hybrid role: full-time 35 hours per week for 5 days per week and to work occasional evenings and weekends to support events. (WFH to be discussed at the interview.)

Note: on appointment in order to build strong relationships and gain an understanding of our work there will be the need to be on site for specified days over a certain time period in order to facilitate this process. The time shall include visiting of our sister church – St Pancras, Euston Road.

Application process

Please send full CV with a covering letter outlining your interest in the post and forward to Jane Gray, HR Advisor hrjobs@sjp.org.uk by midday Monday 10 November 2025.

Role description on the website www.sjp.org.uk/jobs Shortlisted candidates will be asked to fill in an application form in due course.

Interviews are planned for Thursday 20 November 2025. Start date as soon as possible otherwise to commence early in January 2026.