



Volunteer Fundraising Administrator

Job description

Are you passionate about supporting young people?

Do you enjoy working in a fast-paced collaborative environment and want to make a real difference?

We are looking for an organised and reliable Fundraising Administrator to support our Fundraising Team.

About Gateways

Gateways is an alternative education provider, a registered charity, located in the London Borough of Barnet, dedicated to supporting young people aged 14-25 who struggle to remain in mainstream education due to Social, Emotional and Mental Health (SEMH) needs. Our students often face challenges such as anxiety, depression, eating disorders, trauma, and serious medical issues. As demand for our services continues to grow, we seek to expand our provision to better serve the Jewish community and beyond.

The role

As a Volunteer Fundraising Administrator, you will provide administrative support and assist with the co-ordination of multiple fundraising events and campaigns. You will work closely with the Fundraising Manager on tasks such as handling donations, sending thank you letter and emails, assisting with large campaign mailings, and researching and organising auction or raffle prizes from companies, suppliers and supporters.

Responsibilities and duties

Providing general administrative support to the fundraising team, supporting the team across multiple fundraising projects as needed.



Who can apply?

We are looking for someone with a passion for supporting young people, who is organised, flexible, and happy to get stuck in where needed. You should enjoy administrative tasks and be willing to volunteer on a weekly basis. Administrative experience is essential, and an interest in charity fundraising is a plus. Our volunteers are treated as part of the Gateways Family and this is a brilliant opportunity to gain experience in charity fundraising and event support whilst contributing directly to the success of Gateway and making a real impact in the Community.

To apply please send your CV and covering letter to volunteering@gateways.org.uk

Gateways is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Any candidate wishing to seek additional information should contact:

Gateways Edgeworth Close London NW4 4HJ

T: 020 8183 0164 E: info@gateways.org.uk www.gateways.org.uk

CEO & Founder: Laurence Field

Trustees: Ruth Green (Chair), Julia Alberga, Nicki Cohen, Dr. Andrew Hope,
Mark Hurst, Sami Miller, Sam Sanders, Aviva Steinberg

Honorary President: Prof. David S Latchman CBE

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