

# THE FORE

## **August 2017**

Job Title: Corporate Engagement Assistant

Reporting to: Director of Philanthropic Engagement and Director of External Relations

Location: 2 Temple Place, London WC2R 3BD

Contract: Permanent, full time.

Start Date: September 2017

Salary: £22,000 pa

Pension: 1% employee and 1% employer contributions, to rise according to statutory changes.

## **JOB DESCRIPTION**

*Ambitious, grant-giving start up now recruiting for the new role of Corporate Engagement Assistant.*

This is an exciting opportunity for an organised, creative and motivated individual to join the team, helping to deliver exciting events, engaging our partners, providing administrative support, and helping to deliver our programme as we grow. The candidate must thrive in a fast-paced, demanding environment that expects the highest standards at all times.

[The Fore](#) is a pioneering new organisation providing strategic development funding and pro-bono support to the best small charities and social enterprises across the UK. The Fore is specifically looking to address the current lack of mobility within the charity sector. The Fore removes barriers to access for smaller organisations by demonstrating new and exceptional standards of funding practice and providing attractive opportunities for businesses to become involved in driving social change.

The Fore has ambitious plans for expansion and the Corporate Engagement Assistant will play an important role in the realisation of these plans. The role is ideal for an enthusiastic, intelligent, personable candidate. The successful candidate will be expected to assist with a wide range of business and philanthropy events and will need to be a comfortable and confident communicator and administrator.

The Fore is an initiative of The Bulldog Trust. The Bulldog Trust is a charitable foundation established in 1983 and is based at the magnificent neo-gothic mansion Two Temple Place on the Embankment.

## MAIN RESPONSIBILITIES

- Supporting the creation of a strong corporate partnership programme
- Team administration including taking minutes in meetings, maintaining accurate records, and coordinating and building relationships with individual business members.
- Supporting the coordination of events including invitations, set-up and follow-up.
- Providing diary management and other PA support for the Chief Executive.
- General administrative support for broader activities of The Fore.
- Maintaining a strong online and social media presence (Twitter, LinkedIn etc).
- Managing mailing lists including through Salesforce.
- Supporting research and communications needs of the team.

This is a new role in a growing start-up. All responsibilities are therefore likely to change and develop as the organisation moves forward with scope for increased responsibility over time for the right candidate.

## PROFILE OF IDEAL CANDIDATE

- Exceptional interpersonal and communication skills, both written and verbal
- Friendly and enthusiastic with a positive attitude
- Highly organised with a keen eye for detail and efficient
- Easily able to manage workloads, prioritise and meet deadlines under pressure
- Proficient in Microsoft Office – Word/Excel/Access/PowerPoint and Outlook
- Good working knowledge of social media networks such as Twitter and LinkedIn.

## HOW TO APPLY

Please forward a CV with a short covering letter detailing why you are interested in the role by email to Alison Marston, Director of Philanthropic Engagement. Email: [info@thefore.org](mailto:info@thefore.org)  
For all enquiries please call Reena Gudka, Grants and Philanthropy Researcher on 020 7240 6192.

Deadline for applications: Tuesday 12<sup>th</sup> September 2017 at 12pm.  
Interviews will be held at Two Temple Place on Monday 18<sup>th</sup> and Wednesday 20<sup>th</sup> September 2017.

The Fore Trust is committed to equal opportunities and we welcome applications from all qualified candidates.