



Job Pack

Fundraising Officer (Corporate Partnerships)



December 2020

Thank you for your interest in the role of Fundraising Officer (supporting Corporate Partnerships) at Children on the Edge. This is a new role - working for a dynamic organisation making a difference to the lives of marginalised children around the world. Children on the Edge is an international NGO based in West Sussex, that works with children living on the very edges of their societies. We work shoulder to shoulder with local communities, creating protective environments where these children can thrive.

This role is really rather unique! Children on the Edge was founded 30 years ago by Anita Roddick as part of The Body Shop. Today, our long-term partnership with The Body Shop at Home continues and is growing each year. In 2019 the partnership raised £380,000 and we anticipate raising more than £700,000 in 2020. We actively support more than 150 regional leaders within this direct sales business and almost 1,000 Ambassadors and fundraisers holding events. You will be responsible for building and stewarding relationships with fundraisers from The Body Shop at Home and our loyal team of "Children on the Edge Ambassadors". You will be equally comfortable building relationships 'online' in Facebook groups, by email and over the phone. We are looking for someone who really loves to be at the heart of engaging with supporters and crucially helping recognise and celebrate their achievements.

Our Body Shop supporters are super keen and bursting with ideas, so we're looking for someone who brings a solid foundation of fundraising know-how and experience so you can guide supporters in everything from holding legal raffles, maximising fundraising targets and gift aid.

If you enjoy the challenge of multi-tasking, communicating with supporters and you can excel at customer support and recognition, then this is a role you will love. We are a small but very relational team so the right candidate won't be fazed by chipping in across the team; picking up the phone to supporters, sending thank you cards and letters, topping up the coffee machine or jumping in a van to help sort out a warehouse of stock!

Through 2020 we have remained true to our core values; being flexible, adaptive and innovative in both our programmes and our approach to fundraising. In everything we do, we focus on building relationships and listening to the children we work with, our local partners, and the donors that support our work so faithfully.

Our supporters in The Body Shop have truly raised their game through 2020, taking part in more and more online fun filled fundraising. As their enthusiasm and love for Children on the Edge grows we are really excited to be creating this role, helping champion and inspire our brilliant supporters.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Eloise". The script is cursive and fluid, with the 'E' starting with a large loop and the 'se' ending in a simple tail.

Eloise Armstrong - Fundraising Manager

Role Profile

Job Title	Fundraising Officer (Corporate Partnerships)
Hours	5 days a week (37.5 hours)
Location	<p>Chichester, West Sussex, UK, PO19 7LT Currently as Chichester is in Tier 2, our team are home-based.</p> <p>Chichester is located on the south-coast Please consider our location before applying. We often receive applications from candidates who later withdraw from interviews after realising their commute could be too long.</p>
Reports to	Fundraising Manager
Responsible for	None
Purpose	<p>To support and inspire fundraisers and supporters in The Body Shop at Home.</p> <p>To support the partnership with The Body Shop at Home through regular communication with donors and Ambassadors.</p> <p>Helping create a year round calendar of fundraising ideas and virtual events that support a growing base of support.</p> <p>Help support the partnership through monitoring income, marking fundraising milestones and providing excellent recognition to donors and Body Shop regions.</p>
Key External Contacts	Supporters in The Body Shop at Home, Children on the Edge Ambassadors in The Body Shop at Home.
Key Internal Contacts	All staff, in particular working with Fundraising Manager, and Finance Officer.
Other Considerations	Some out of office hours will be required from time to time, specifically to support evening or weekend online events or key fundraising weekends with The Body Shop at Home.

Role Profile - Key Accountabilities

The Body Shop at Home (TBSAH) Partnership - 90% of time

1. Supporting fundraisers:

- Respond to incoming queries from supporters.
- Support fundraisers with regular contact, calls and posting out materials.
- Maximise opportunities to raise funds, especially from beyond TBSAH.
- Advise and inspire fundraisers to help maximise their fundraising targets.
- Advise fundraisers with best practice for holding events, raffles etc.in line with fundraising regulations.
- Access data from Just Giving to support new fundraisers.
- Manage budget coding of all new fundraisers on Just Giving.

2. Supporting Ambassadors:

- Administrate our Ambassador Facebook Group with the Fundraising Manager eg adding in new members, welcoming members and signposting to resources.
- Write posts and FAQs content in Ambassadors Facebook Group.
- Interact with posts daily in Ambassadors Facebook Group.
- Create images for the group using Canva, to engage Ambassadors and help recognise and give thanks to regions and Ambassadors.

3. Supporting the partnership:

- To support inclusivity and access, write and annotate video posts and images.
- Create fundraising pages, and fundraising resources for each new region in TBSAH.
- Contribute to live videos, sharing news and thanks to supporters.
- Keep Facebook Groups and database up to date with new regions and supporters.
- Send welcome emails to new supporters, managers and Ambassadors.

4. Thanking and recognition:

- Analyse monthly stats and reports on donations to help give recognition to regions and celebrate high achieving regions.
- Send thank yous, cards, certificates to fundraisers and Ambassadors.
- Contribute to live videos thanking donors in Ambassador Facebook group.

Corporate Partnerships - 10% of time

- Manage database of income and relationships from other partnerships.
- Thank gifts from corporate donors.
- Support Fundraising Manager as required across all corporate partnerships.

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Customer Relationship Management (CRM) databases • Fundraising techniques and trends • Knowledge of charity law / Gift Aid • Social Media trends and online fundraising techniques • Familiar with using Facebook Groups to build communities and engagement 	<ul style="list-style-type: none"> • Knowledge of Salesforce
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Confident face to face and telephone communication • Computer literate with spreadsheets and Gmail • Good time management skills • Excellent organisational skills with attention to detail • Able to generate and organise own workload, meet deadlines and multitask and work proactively • Excellent customer service skills 	<ul style="list-style-type: none"> • Confident online presentation skills (live videos, Zoom etc) • Budget management and reporting • Using Google Docs & Google Sheets • Using Canva
Experience	<ul style="list-style-type: none"> • Fundraising experience • Experience of supporting fundraisers 	<ul style="list-style-type: none"> • One year experience working in a fundraising team • Challenge event fundraising experience and / or virtual challenge event experience • Experience of managing Facebook Groups and giving tools
Personal Qualities	<ul style="list-style-type: none"> • Team player • Enjoys working proactively • Teachable and ready to learn • Enthusiasm for justice and international development • Drive to achieve targets 	<ul style="list-style-type: none"> • Able to pro-actively learn new skills or seek solutions
Qualifications		<ul style="list-style-type: none"> • Educated to degree level • Degree in relevant subject (Fundraising, Marketing)

Working at Children on the Edge

The salary range we offer for this post is:

£24,000 - £27,000

Depending on experience, plus benefits.

The hours we work at Children on the Edge:

37.5 hours a week for full-time staff.

We have a flexible working practice. Our offices are open between 8.00am and 5.30pm with core hours from 9am to 5.00pm.

Our holiday entitlement is:

23 days per year plus Public Holidays for full time staff and pro rata for part time staff.

This contract is:

Offered as a permanent contract.

The probation period for all appointments is:

Subject to satisfactory completion of the first four months of employment.

Where we are located:

5 The Victoria, 25 St Pancras, Chichester, West Sussex, PO19 7LT.

Currently as Chichester is in Tier 2, our team are home-based.

Safeguarding:

Candidates will be expected to comply with our Safeguarding Policy and Procedures. They will need to provide documentation to confirm their identity and where necessary proof of relevant qualifications. Successful candidates will also be expected to give consent for Children on the Edge to gain information on any past convictions/pending disciplinary proceedings.

The Recruitment Process

To apply **email Emily Dadson** emilydadson@childrenontheedge.org

with two PDF attachments:

- **Your CV** (Please include the contact details of two referees, including one professional. Referees will only be contacted for references if the job is offered).
- **A supporting statement showing how you meet the person specification.**

The closing date for applications is **Friday 5th February 2021. Interviews will take place on a rolling basis so prompt application is essential.**

However, we will be considering **applications on a rolling basis** and could invite shortlisted candidates to meet with us as soon as their application is received and reviewed.

If you would like to discuss more about the role, please contact Eloise Armstrong on 01243 538530, eloisearmstrong@childrenontheedge.org.

Privacy statement: Children on the Edge respects your privacy and is committed to protecting your personal data. For more information on how we process your details during the application process, please refer to our recruitment Privacy Notice.