

Job Pack:

Fundraising Officer



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1. Letter from the Head of the UK



3 November 2014

Dear Applicant

Fundraising Officer

Thank you for your interest in the role of Fundraising Officer at Children on the Edge. The role is a fantastic opportunity to work for a small organisation making a difference to lives of vulnerable children around the world.

The UK office acts as a resource base for our projects and fundraising plays a large part of this. This role is key in the smooth operating and growth of the organisation.

With responsibility for donations from individuals (including regular donors) and local organisations we are looking for a person who can see and develop the opportunities for growing our supporter base. They will also have great attention to detail and be at ease with CRM databases.

We need someone who is proactive, a self starter who can hit the ground running. As well as bringing their skills to the table, we also need someone who is teachable and can learn the intricacies of a small and dynamic organisation. You'll be joining a small yet strong team so being a team player is key.

The post is part time (3 days per week) and for an initial 9 months to cover maternity leave with the possibility of growing into a full time and permanent post. If you think you are the person we are looking for, please do get in touch.

I look forward to receiving your application.

Your sincerely

A handwritten signature in black ink, appearing to read "Ben Wilkes".

Ben Wilkes
Head of UK

2. Role Profile

Job title	Fundraising Officer
Hours	3 days / 22.5 hours per week
Location	Chichester, West Sussex, UK
Reports to	Head of the UK
Purpose	The Fundraising Officer is the first point of contact for many supporters. Regular donors, individuals running a race or the many local groups and organisations that raise vital funds for our work. They will do everything from generating this income to processing, acknowledging and preparing the necessary paperwork for collection by our accountant.
Key External Contacts	Individual supporters, local organisations, general public.
Key Internal Contacts	UK: All staff, trustees Global: Project staff
Other Considerations	Some out of office hours may be required from time to time. If required, to undertake occasional international travel.

Key Accountabilities	Key Elements	% of time
One Off Donations	- Receive, process, acknowledge and prepare all one off donations ready for banking.	10%
Regular Giving	- Responsible for processing and reporting of regular donations - Generate ideas for growing and developing regular donors - Work with Comms Officer on communication to regular donors	20%
Event Support	- Key liaison point for all Ambassador events. - Process entrants to Chichester Half Marathon onto company database and develop into individual supporters.	10%
Clubs & Societies	- Key liaison point for all clubs and societies, giving talks as required - Responsible for all schools work, developing our presence and fundraising within local schools.	20%
Individual Fundraisers	- Key contact and liaison point for all individuals undertaking challenges (inc Brighton Marathon) - Responsible for recruiting, resourcing and growing this area of income.	20%
Corporate Fundraising	Assist Head of UK with Corporate Partnerships including: - Montezumas: contact point for fundraising week and store activity. Including processing and reporting bags of cash income - Working with Montezumas and other Corporate Supporters to develop new Easter Event. - The Body Shop at Home: key contact point for fundraisers and reporting of monthly income from consultants.	10%
Other	Awareness of Finance function in absence of Office Manager	10%

3. Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Confident in face to face communication • Customer service focus • Computer literate: MS Office & Databases • Good time management skills • Excellent organisation and administration skills • The ability to multi-task and prioritise workload 	<ul style="list-style-type: none"> • Familiar with Apple computers and programmes • Demonstrated presentation skills
Experience	<ul style="list-style-type: none"> • Fundraising experience • Handling data and processing information accurately • Dealing with the public 	<ul style="list-style-type: none"> • Working in the voluntary sector • Co-ordinating a small group of people
Knowledge	<ul style="list-style-type: none"> • Successful fundraising techniques • General financial processes • Customer Relationship Management (CRM) databases and spreadsheets 	<ul style="list-style-type: none"> • Knowledge of the voluntary sector • Knowledge of Salesforce
Personal Qualities	<ul style="list-style-type: none"> • Pro-active and teachable • Good presentation skills • Professional and warm inter-personal skills • Team player • Attention to detail • Enthusiasm for justice and international development • Sense of fun • Strong drive to achieve targets 	
Qualifications	<ul style="list-style-type: none"> • Educated to A-level 	<ul style="list-style-type: none"> • Degree in a relevant subject • Driving Licence

4. Working at Children on the Edge

The salary range we offer for this post is: £18,000-£20,000 pro rata. i.e £10,800-£12,000 for 22.5 hours

The hours we work at Children on the Edge:

We have a flexible working practice. Our offices are open between 8am and 5.30pm with core hours from 9.00am to 5.00pm.

As this post is for 22.5 hours, the specific working hours can be negotiated.

Our holiday entitlement is:

23 days per year plus Public Holidays for full time staff and pro rata for part time staff. Staff who have worked for five years are entitled to an additional 5 days holiday per year and staff who have worked 10 years, an additional 10 days. Maximum holiday entitlement 33 days.

This contract is:

Offered as a temporary contract for 9 months (maternity leave cover) with the possibility of becoming a full time post

The probation period for all appointments is:

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

Our pension scheme:

Children on the Edge will contribute 3% to one of two chosen stakeholder pension plans.

Where we are located:

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

Child Protection:

Candidates will be expected to comply with our child protection policy and will be required to apply for a DBS certificate.

5. The Recruitment Process

To apply, email or post:

- Your CV
- A supporting statement showing how you meet the person specification

To:

Emily Dadson
Office Manager
Children on the Edge
5 The Victoria
25 St Pancras
Chichester
West Sussex
PO19 7LT

The closing date for applications is **Tuesday 18th November 2014**

First round interviews are planned to be held on **Thursday 27th November 2014**.
Successful applicants will be informed by the end of the day with second round interviews taking place on Monday 8th December 2014.

If you have any queries about this role, please contact Emily Dadson on 01243 538530, emilydadson@childrenontheedge.org