

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Fundraising Officer	<b>DEPARTMENT</b>	Fundraising and Communications
<b>REPORTS TO:</b>	Fundraising Team Leader	<b>SALARY:</b>	£11.44 PH
<b>PLACE OF WORK:</b>	Oak Tree Farm, Wetheral	<b>REVIEW DATE</b>	May 2024

## • PURPOSE OF THE JOB

- To assist with the planning and delivery of:
  - Onsite events which raise income and actively promote the Charity's work. (e.g. seasonal fairs and Fright Night).
  - Off-site fundraising events such as bucket collection days, talks, quizzes and fundraising stalls at external fairs. In most cases, these should be delivered by a network of individual volunteers, corporate volunteers or Community Supporter Groups.
- To support the Fundraising Team Leader with the development of new initiatives for fundraising that are accessible as both online and offline packs.
- To develop relationships with donors, corporate partners and other stakeholders in order to maximise income generation and raising the Charity's profile.
- To attend any necessary meetings and events, both internal and external which effect fundraising activities and the reputation of the Charity.
- To assist with the administration of donations to the Charity, as directed by the Fundraising Team Leader, in order to ensure that all proceeds and communications are recorded appropriately on the charity's database.
- To ensure opportunities to apply Gift Aid to donations are fully exploited and claimed on a regular basis.
- To assist in the preparation of necessary mailings and other communications related to all fundraising events, including thanking attendees, volunteers, stall holders and speakers.
- To assist the Fundraising Team Leader with the production of reports as required, demonstrating the success of events and activities, according to revenue raised and numbers participating.
- To work as part of the overarching Fundraising & Communications Team and assist with the promotion and marketing of fundraising initiatives.

## • OTHER COMMENSURATE DUTIES

- To lead on specific projects or activities as defined and allocated by the Fundraising Team Leader.
- To maintain and develop all databases, appropriate filing systems and data storage, ensuring accuracy, confidentiality and legal compliance is maintained in line with GDPR.

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- Any other duties commensurate with the responsibility and remit of the role, including the provision of cover for colleagues during periods of role vacancy, holiday or sickness.
- To liaise closely with other departments and partner organisations to ensure good communication and positive and supportive relationships are maintained.
- Adhere to the Charity's policies and procedures and the HR policies set out in the staff handbook relating to staff discipline, contracts, terms of employment, health and safety and equal opportunities.
- Promote at all times the work and good name of the Charity and in so doing endeavor to ensure that the public are aware of the support needed to maintain and expand the work in caring for all animals in need.

- **HOURS OF WORK**

- Up to 37.5 hours per week – specific days to be discussed at interview.
- In order to meet the requirements of the post it may be necessary to work outside these hours from time to time to facilitate the smooth running of fundraising events or projects. A degree of flexibility is expected from the post holder to meet these needs if required. No overtime will be paid for any extra hours worked however time off in lieu for the extra hours will be available as arranged and agreed with the manager.

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## Person Specification: Marketing and Fundraising Officer

Essential Criteria	Recruitment Assessment Area
1. A good standard of education at GCSE's at C level including English  OR  Minimum 1 year experience of working within a similar role/capacity where a high level of written communications skills were required.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
2. Excellent interpersonal and customer care skills and experience of managing internal and external relationships; ability to work as part of a small team	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
3. Tact and diplomacy when dealing with others; with a proven ability to be empathetic and pragmatic in challenging situations both in person and through telephone and email	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
4. Strong sense of responsibility, accuracy and accountability	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
5. Excellent organisational and planning skills	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
6. Ability to work flexibly, pragmatically, autonomously and under pressure.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
7. Excellent presentation and communication skills	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
8. An interest in animal welfare and the ability to communicate animal welfare messages effectively	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
9. Experience of undertaking administration duties and cash handling	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
10. IT literate especially with Microsoft Word, Excel, and databases.	<ul style="list-style-type: none"> <li>• Application</li> </ul>
11. Clean UK Driving Licence	<ul style="list-style-type: none"> <li>• Application</li> </ul>

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Desirable but not Essential Criteria	
1. A fundraising specific qualification or short course attendance	<ul style="list-style-type: none"><li>• Application</li></ul>
2. Experience of presenting to wide range of audiences	<ul style="list-style-type: none"><li>• Application</li></ul>
3. Experience of working with a charity or not for profit organisation	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
4. Strong links within the local community	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
5. Experience of working with volunteers	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>

To apply for this role, please download an application form from our website at [www.oaktreeanimals.org.uk](http://www.oaktreeanimals.org.uk)

Please email completed forms to [HR@oaktreeanimals.org.uk](mailto:HR@oaktreeanimals.org.uk)

All applications should include a covering letter and be returned to Oak Tree Animals' Charity