



WE SEE
HOPE

WESEEHOPE JOB DESCRIPTION

FUNDRAISING ASSISTANT

- **Job title:** Fundraising Assistant
 - **Reporting to:** Events & Partnerships Manager
 - **Location:** London
 - **Duration:** Permanent contract
 - **Salary range:** £23,000 - £25,000
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ABOUT WESEEHOPE

WeSeeHope is a small international development organisation committed to creating sustainable change for vulnerable children in Southern and Eastern Africa.

We work across five countries - Kenya, Malawi, Tanzania, Uganda and Zimbabwe - in areas where children are acutely impacted by a lack of opportunity, exploitation and isolation. Focusing primarily on education, child rights and economic empowerment, we address these issues through seven community-led programmes delivered in partnership with local NGOs and community-based organisations.

Our aim is that vulnerable children have the skills to change their own futures, and that their families and communities are able to support them along the way.

ABOUT THE ROLE

WeSeeHope is looking for a well-organised and enthusiastic Fundraising Assistant to join our London team on a full-time basis. Reporting to our Events & Partnerships Manager you will play a key role in supporting a diverse range of projects, including working with our valued community and individual supporters, helping to produce our key fundraising events - which are accountable for a significant proportion of our income - and liaising with our partners to plan visits to our programmes in Southern and Eastern Africa. You will also work closely alongside our wider Fundraising, Communications and Programmes teams.

In your role, you will gain valuable and varied fundraising experience as part of a small and passionate team, and be able to see the tangible impact of our community-led work on children across Southern and Eastern Africa.

Main duties and responsibilities

Community Fundraising

- To assist in maintaining existing community fundraising relationships and develop strategies to generate new partnerships:
 - **School partnerships:** To support our school partners with running our [Social Entrepreneurs Project \(SEP\)](#) and other fundraising activities, including:

- Presenting at launches and running idea sessions with staff and students.
 - Providing advice and support to staff, aiming to build long-term relationships.
 - Demonstrating the impact of the student's fundraising through reports and thank you communications.
- **Faith-based partnerships:** To assist in supporting our faith-based partners with fundraising activities throughout the year, including:
 - Providing content and materials about our work.
 - Helping with planning fundraisers and attending in person when required.

Individual Giving

- To assist in maintaining existing relationships within the following channel areas and help to develop strategies to acquire new supporters:
 - **Regular giving:** Those who give via direct debit, standing order or company giving platforms.
 - **Fundraiser giving:** Those who fundraise through their own efforts, for example a bake sale or bike ride.
 - **Digital giving:** Those who give or fundraise via digital channels, such as Facebook and Instagram fundraising, [Amazon Smile](#) or [easyfundraising](#).
- To assist in creating mini campaigns to drive activity within these channel areas.
- To help come up with stewardship plans to broaden their type of support, encourage repeat giving or participation, and create long-term relationships.
- To thank supporters and come up with new ideas to demonstrate the impact of their support.
- To regularly report on income and activity to the Fundraising and Communications teams.

Event Support

- To provide support to our Events & Partnerships Manager for both WeSee**Hope** and supporter-led events, such as networking events, golf days, the London Marathon and RideLondon, virtual challenges and the [Hope Classic Rally](#). This will include:
 - Creating compelling promotional emails and print materials.
 - Helping to acquire auction and raffle prizes, and liaising with prize donors.
 - Tracking event income and expenditure, and providing updates to the fundraising team.
 - Providing on-the-day support.
 - Keeping abreast of the events market to identify trends and look for new opportunities.

Trip Planning

- To coordinate supporter visits to our programmes in Southern and Eastern Africa, including:
 - Booking flights, transport and hotels.
 - Liaising with the Programmes team to arrange itineraries and confirm visits with partner staff.
 - Producing trip materials, such as briefing documents, consent forms, itineraries and packing lists.
 - Ensuring effective communication with supporters, responding to queries and providing advice where necessary.

ROLE PROFILE – KNOWLEDGE, EXPERIENCE & ATTRIBUTES

Candidates will need to bring the following knowledge and experience to the role:

Essential

- Experience in successfully delivering projects.
- Confidence in public speaking and presenting.
- Proficiency in MS Office: Word, PowerPoint and Excel.

Desirable

- Experience of helping to plan and attending fundraising events.
- Experience of fundraising with community groups.
- Experience of creating compelling promotional emails and print materials.
- An awareness of social media platforms, particularly the fundraising functions on Facebook and Instagram.
- Experience of working with a fundraising CRM to administer and manage fundraising activities and individuals.

Candidates will ideally need to bring the following attributes to the role:

- Highly organised, with the ability to multitask, prioritise workload and meet deadlines.
- Strong verbal and written communication skills.
- Excellent relationship building and management skills.
- Exceptional attention to detail.
- Creative and an ability to generate new ideas.
- Proactive self-starter with a “can-do” attitude.
- Happy in both lead and support roles, and a flexible team player.
- Interest in international development.

SALARY & BENEFITS

- **Salary range:** £23,000 - £25,000 per annum.
- **Holidays:** 25 working days per year, pro rata.
- **Group pension scheme:** 3% employer pension contribution, post probation period.
- **Group life insurance:** Three times annual salary, post probation period.
- **Maternity, paternity & shared parental leave:** Enhanced pay exceeding statutory minimum.
- **Working hours:** 9:30am - 5:00pm with one hour for lunch. Attendance at meetings and events out of hours will sometimes be required but will be compensated with time in lieu.
- **Office location:** Our private office is in a WorkSpace building called [Edinburgh House](#), which is within a 10-minute walk from both Kennington and Vauxhall stations. The building has a large communal area with a cafe and plenty of co-working space.
- **Remote working:** You will have the opportunity to work remotely in line with our policy, which is currently two days a week.
- **Training and development:** You will take part in external training courses and events to learn and progress in your role. You will also have the opportunity to travel to visit and see our programmes in action first-hand.

HOW TO APPLY & KEY DATES

We are working with third-sector recruitment specialists, [Charity People](#), to find the right candidate for this role.

If you are interested in applying, please send your up-to-date CV to Tanya White at tanya@charitypeople.co.uk, or give her a call on +44 (0)7563 030 612 to have an initial chat about the position.

Applications for the Fundraising Assistant role will be open until **9am on Monday 7th February 2022**.

All shortlisted candidates will be asked to a first-stage interview between **Friday 11th February - Wednesday 16th February**, with the second round commencing shortly after this.

EQUAL OPPORTUNITIES

At **WeSeeHope**, we are committed to transparency and equal opportunities throughout our recruitment process. We recruit with openness, welcoming applicants from all backgrounds, and employ people based on their ability to carry out the role being recruited for.

We ensure that all applicants are considered equitably and consistently, and no applicant is treated unfairly on any grounds, including race, nationality, ethnic or national origin, ancestry, gender identity and/or expression, religion or belief, sex or sexual orientation, marital status, pregnancy and maternity, disability or age.

Find out more by reading our [Recruitment Policy](#).