

Job Description

Community Fundraising Officer

Reports to:	Corporate & Community Fundraising Manager
Hours:	35 hours per week
Location:	40-44 Eglantine Avenue, Belfast / Hybrid
Campaign Service/Cause:	Fundraising and Communications
Remuneration:	£28,438 - £30,617

Overall Purpose of Post

The Community Fundraising Officer will be part of a team within Cancer Focus NI facilitating and supporting fundraising within the local community across Northern Ireland. The post holder will assist in developing relationships, raising funds and awareness of Cancer Focus NI.

Key Responsibilities

- To organise events and raise income for Cancer Focus NI's services to ensure the organisation's sustainability within Northern Ireland.
- To work towards agreed financial and performance targets.
- To develop new ideas to fundraise within the local community, workplaces, creating donor relationships and work alongside schools, sports clubs and existing volunteer fundraising groups.
- To use the charity's CRM system, Raisers Edge, to accurately record and maintain all supporter's information ensuring that it is up to date and accurate.
- Assist with marketing and PR work for all fundraising events, campaigns and act as a spokesperson for Cancer Focus NI.
- Assist with and carry out risk assessments and insurance forms for events.
- To support the public with their fundraising, ensuring their activities are consistent with current good practice.
- To work within the Fundraising, Communications and Marketing team to support the Charity's fundraising strategy.
- To undertake any other reasonable and related duties as required.

The post will involve evening and weekend work and will therefore require flexible working.

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Person Specification

Community Fundraising Officer

The below specification shows the essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in a covering letter, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Essential Criteria

Experience

- 1 years' experience in an Event, PR, Sales or Marketing role
- Experience of planning and organising an event

Qualifications

- A minimum of 5 GCSEs and 3 A-Levels (or equivalent)

Skills

- Excellent interpersonal and communication skills with the ability to enthuse and inspire
- Excellent relationship management skills with the ability to build rapport
- Proven ability to plan, prioritise and manage a large workload
- Evidence of attaining a finance target
- Experience of monitoring a budget
- Ability to engage with in meaningful partnerships with people at all levels
- Evidence of flair for creativity and innovation
- Ability to work as part of a wider team
- Computer literate - experience of MS Office, E-mail, Internet and social media platforms
- Proven ability to multi-task and work on own initiative, accurately and under pressure

Other

- Ability to work outside normal office hours and/or weekends
- Hold a full, current driving licence and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post

Desirable Criteria

Experience

- Experience of fundraising
- Experience with CRM systems (e.g. Raisers Edge)

Qualifications

- Third level qualification or relevant degree
- Degree in Events, Marketing, Communications, PR, Business Management or related field

Additional Information

Terms and Conditions of Employment

- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit).
- The activities of this role meet the Access NI definition of regulated activity as outlined in the Access NI Code of Practice. Cancer Focus NI will obtain an Access NI Enhanced check for the successful candidate. Applicants who have a criminal record will be treated fairly and not discriminated automatically because of a conviction or other information revealed. Applicants with criminal records will be reviewed in line with Cancer Focus Northern Ireland's policy on the recruitment of Ex-offenders.
- If there is any reason you cannot work in Regulated Activity, you must disclose this to us. Cancer Focus Northern Ireland has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information.
- Satisfactory reference checks.
- 12 months probationary period.
- Evidence of relevant academic and professional qualifications.
- Evidence of appropriate vehicle documentation (i.e. driving licence and insurance cover) must be provided where the role necessitates travel on company business in own vehicle.

Benefits

- Flexible working policy (reduced hours, hybrid-working)
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hrs per week)
- 2 additional days of annual leave after 5 years' service and a further 3 days after 10 years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time Off in Lieu (TOIL) for additional hours worked
- Life Assurance
- Healthcare Plan

Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications are dealt with in accordance with the Disability Discrimination Act. A person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

The closing date/time for submission of CV and cover letter is 5.00pm, 17th January 2025.

Interview dates: Week commencing 27th January 2025

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to: hradmin@cancerfocusni.org or, mailed to:

Human Resources, Cancer Focus NI, 40/44 Eglantine Avenue, Belfast, BT9 6DX

We cannot accept Applications received after the closing date/time.

Guidance Notes on Applying for our role

Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any enquiries regarding the recruitment process, please contact Gwyneth Richards (hradmin@cancerfocusni.org) or phone 028 9066 3281.