



ID: 1209: Toy Appeal Campaign Assistant, External Engagement
Salary: £25,800 FTE per annum, inclusive of Inner London Weighting
Grade 1 point 10:

Location: Home based & Family Action Head Office, 34 Wharf Road London N1 7GR

Hybrid working - we typically work 2 days a week in the office (wheelchair accessible) and offer the flexibility to work remotely for the rest of the week.

Hours: Full-time, 37 hours per week

Contract: Fixed term contract of 24-weeks
From July 2024 / August 2024 to December 2024 / January 2025

Family Action & the Role's Impact:

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 200 community based services, as well as supporting thousands more through national programmes and grants

Do you want to bring joy to thousands of children this Christmas? Do you love all things Christmassy! Join our passionate team and make a real difference to the lives of disadvantaged children and families with our Christmas Toy Appeal.

Family Action is looking for an enthusiastic and organised Toy Appeal Campaign Assistant to play a vital role in our annual campaign to deliver over 10,000 toys and gifts to disadvantaged children. This is a fantastic opportunity to launch your career in the charity sector, working alongside experienced staff (both in-person and virtually) from our fundraising and marketing teams, gaining valuable skills and contributing directly to a heartwarming cause.

Overview of role:

The Toy Appeal Campaign Assistant plays a vital role in helping to coordinate Family Action's Christmas Toy Appeal campaign -

- You will liaise with companies, groups, our services and partner charities to ensure the timely delivery of over 10,000 toys and gifts to disadvantaged children and young people
- You will be the first point of contact for the Toy Appeal, responding to enquires from organisations wishing to take part in the appeal, and internal colleagues receiving gifts.

What's it like working with us?

This role sits within our small but high achieving fundraising team which was Shortlisted for Fundraising Team of the Year 2021 at the Third Sector Awards. The Team sits within our Directorate of Development and External Affairs, alongside our communications and brand, digital, business development and impact and influencing teams. Our role is to raise voluntary and some statutory funding for Family Action.

In the case of corporate, community and events fundraising, this means a mix of restricted and unrestricted funding. The team is well supported in our work by the Senior Leadership Group and



Executive Group (Directors). The Corporate Partnerships team, comprising this role, three Corporate Partnerships Managers, Fundraising Administrator and the Head of Corporate Partnerships. The team works closely with colleagues across brand, communications and digital, with activity integrated into organisation-wide Christmas campaign.

For more details, please see the Job Description & Person Specification.

Benefits*

- an annual paid leave entitlement that commences at 25 working days (pro rata) plus bank holidays
- up to 6% matched-pension contributions
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment
- enhanced paid sick leave and paid family leave provisions
- eye care and winter flu jabs vouchers
- cycle to work scheme
- investing in your professional development with ongoing quality training and career development opportunities

*Please note that some of these benefits are only applicable after 6 months of employment.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**.

To Apply:

- **Complete:** the [Application Form](#) & send to: completed.application11@family-action.org.uk
- **Closing Date :** Wednesday 12th June 2024 at 09:00
- **Interviews:** w/c 17th June 2024, in-person at Family Action Head Office, N1 7GR
- **To learn more about Family Action:** [Recruitment Pack](#)
- **To learn more about our terms & conditions:** [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to diversity and promoting equal opportunities:** complete our anonymous [Equality & Diversity Monitoring Information survey](#)

For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email **Katrina Fritsch:** Katrina.Fritsch@family-action.org.uk

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome ethnically diverse candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.