



Recruitment pack Fundraising Assistant

**Practical
ACTION**

Practical Action

About the role

This is a new role within the Individual Giving team, supporting our ambition to grow and develop unrestricted income. The Fundraising Assistant will help plan and deliver high-quality print and digital communications that recruit new supporters, engage existing donors, and promote a range of ways to give, including regular giving, gifts in Wills, and DIY fundraising.

Working closely with colleagues across Individual Giving and the wider organisation, you will gain hands-on experience of a broad range of fundraising and marketing techniques. You will support the delivery of fundraising activity while contributing ideas that help shape future Individual Giving approaches, improve supporter experience, and maximise long-term giving.

This role is ideal for someone looking to build a career in fundraising, with opportunities to develop skills across campaigns, communications, events, and supporter stewardship

About you

Experience / Qualifications:

- Educated to degree level or able to demonstrate relevant transferable experience in fundraising, marketing, communications, administration or a related field.
- Experience supporting projects or campaigns within fundraising, marketing, communications or events, either through paid employment, volunteering or placements.
- Experience working collaboratively as part of a team to deliver activities to agreed deadlines.
- Experience following administrative processes, managing multiple priorities and maintaining accurate records.
- Experience using Microsoft Office and confidence learning to use new systems and digital platforms. Experience of working with databases or CRM systems would be an advantage.
- An interest in fundraising, marketing and the charity sector, with a willingness to develop knowledge of Individual Giving.

Behaviours / Personal Attributes:

- Well organised and agile, able to manage competing priorities with appropriate support.
- Motivated and enthusiastic, with a proactive approach to learning and personal development.
- Collaborative and supportive, with the ability to work effectively across teams and with a range of colleagues.
- Friendly and professional, with a positive approach to building relationships.
- Curious, creative, and open to new ideas, with a willingness to contribute suggestions and learn from others.

Why join us?

The opportunity to work for an organisation that is taking practical action against poverty and the environmental crises to start the big changes the world urgently needs. A friendly and supportive culture, working with values driven and highly engaged colleagues, work life balance and flexible working – these are just some of the reasons we think Practical Action is a great place to work.

In the UK, our open plan offices are located in the centre of Rugby and near to Rugby train station but we also offer free parking.

In addition, we offer the following benefits:

- Full time roles are contracted at 35 hours per week.
- It is our normal practice to operate a hybrid working policy, where flexible working hours are enabled as well as remote working.
- 27 days holiday rising with continuous service, in addition to public holidays
- Pension scheme - employer contributes 10.5% of salary and the employee contributes 5%.
- Enhanced family friendly policies, including maternity, adoption, paternity, and shared parental leave.
- Life assurance (3 x annual salary).
- Cycle to Work scheme
- Employee Assistance Programme – access to our Wellbeing platform
- Learning and Development Opportunities
- Sit / Stand desks available in our modern offices.

About us

We are a global community taking practical action against poverty and today's environmental crises. Across Africa, Asia and Latin America we partner with people experiencing these challenges, especially those who are unheard and excluded. Our approach is to identify what works on a local level, then adapt and amplify it across different regions, countries and continents. All of Practical Action's work is focused on two connected areas for action - livelihoods and climate resilience – and we're working to deliver three big, global changes:

Big change on food – to sustain people and planet

Big change on energy – clean and accessible for everyone

Big change on climate risk – safer lives, stronger livelihoods

Our Values

We are **People Centred**, striving to create an equal, fair, accessible, dignified and respectful environment for everyone we work with – from colleagues and communities, to supporters, suppliers and stakeholders.

We are **Impact Driven**, existing to make a positive difference, so everything we do is driven by our energy to create lasting value for the people and communities we serve.

We are **Transparent** and trustworthy, acting with integrity, honesty, and strong ethics, building mutual trust with everyone we work with to achieve the highest standards.

We are **Innovative**, and champion learning, curiosity and fresh thinking, bringing local knowledge to create global impact.

We are **Resilient** changemakers working for sustainable development, meeting challenges head-on, and evolving through the lessons learnt.

Additional information

We treat all applications for employment fairly regardless of gender, race, religion, ethnicity, nationality, caste, tribe, belief, age, marital status, pregnancy, caring responsibilities, sexual orientation, or disability.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks including criminal checks and terrorist financing.

To ensure that Practical Action meets its obligations of safer recruitment, appointment to posts within Practical Action will be subject to a satisfactory criminal check. Criminal checks will be conducted for all roles.

The successful applicant must already have the right to both live and work in the country that they are applying for and should be willing and able to travel.

Salary Range: £24,000-£26,000

Closing date for applications: 12th August 2026

How to apply:

If you want to work for an organisation with significant people ambitions, then we would like to hear from you. Please submit a copy of your CV / duly filled standard application form and a supporting statement that describes your suitability for the role and include answers to the following questions, to Recruitment@Practicalaction.org.uk

Please list 3 questions related to the role that will help highlight the mandatory skills and experience that will form a Supporting Statement to accompany the candidates CV:

1. What interests you about this Fundraising Assistant role, and how have your studies, work, volunteering or other experiences prepared you for it?
2. Please describe a time when you had to organise your work and manage multiple priorities to meet a deadline. What strategies did you use to manage your work?
3. Please give an example of when you worked successfully as part of a team to deliver a piece of work, project or event. What was your contribution, and how did you work together effectively?

RECRUITMENT PROCESS PRIVACY NOTICE

Information you need to know:

Your CV/resume, covering letter or supporting statement submitted in support of an application for any position with the Practical Action Group will be used during the recruitment process to short list suitable candidates who will be invited to interview.

Practical Action collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Bank details at on-boarding stage to set you up for pay if you are successful in your job application;
- Whether or not you have a disability for which Practical Action needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK;

We sometimes use third party job application platforms to publish and receive applications for roles at the Practical Action Group. When you apply through these portals the organisation's privacy information will be available to you. We only work alongside other organisations in this way under a

contract and if we are satisfied that they will keep your information safely and securely using it only in the same legal ways that we would.

During the recruitment process and with your permission, informing you that we are doing so, Practical Action may also collect personal data about you from third parties, such as references supplied by former employers. We may also perform checks on your identity to establish your right to work in the UK where applicable. We are also obliged to seek information about criminal convictions and offences in meeting our obligations and exercising specific rights in relation to employment.

If your application is successful, personal data gathered during the recruitment process will form part of your electronic personnel file and retained during your employment and afterwards in line with legislation including the storage of personal records and to comply with the requirements of any statutory bodies.

The legal basis for processing personal data is either contract and/or legal obligation when applying for roles and the employment contract between Practical Action and you if you are successful. If we are required by law to share your information, (e.g., in response to a warrant or court order), we will do so.

Practical Action may process information about whether or not applicants have a disability in order to make reasonable adjustments. This is to carry out its obligations and exercise specific rights in relation to employment.

Practical Action is obliged to seek information about criminal convictions and offences. Where Practical Action seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

We automatically delete the personal information of unsuccessful applications 12 months after the application process ends, unless a candidate requests that we keep their details for longer. Statistical information like ethnicity, sexuality and disability may be kept ensuring that our recruitment processes are inclusive and not discriminatory, but this information is completely anonymised