



Fundraising Officer - R77

Location: Flexible

Full time - 37 hours per week

Permanent

Job Details

Background information on NEA

National Energy Action (NEA) is the national charity which works to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help those who are poor or vulnerable to be able to stay affordably warm. NEA works in partnership with central and local government, fuel utilities, housing providers, consumer groups and voluntary organisations to promote energy efficiency with the aim of bringing social, environmental, housing and employment benefits to communities. NEA currently employs over 170 staff at our national headquarters in Newcastle upon Tyne and in regional offices across England, Wales and Northern Ireland.

NEA achieves its objectives through:

- Developing and managing practical projects which demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to communities.
- Carrying out research and analysis into the causes and extent of fuel poverty and the developing policies which address the problem.
- Providing advice and guidance on good practice in delivering energy efficiency services to low-income householders.
- Developing national qualifications and managing their implementation to improve the standards of practical work and the quality of energy advice.
- Campaigning to ensure social and environmental objectives are brought together under national energy efficiency programmes.

Since 2021, the number of people plunged into fuel poverty has skyrocketed. The energy crisis has resulted in millions of people unable to stay safe and warm in their own homes. Our figures show that the number of UK households in fuel poverty is 6 million from April 2024. Our services have never been in more demand. We are investing in our Fundraising and Partnerships Team, to ensure we can raise as much as possible to help people facing fuel poverty.

NEA is the leading national fuel poverty charity. Please visit our website at www.nea.org.uk to find out more about our work.

NEA's Structure

NEA is governed by a Board of Trustees and headed up by its Chief Executive Officer. The Charity comprises five distinct Directorates:

- Communities
- Development & Partnerships
- Homes
- Policy and Advocacy
- Support Services

About the Team

Staff working in the Fundraising and Partnerships team are knowledgeable and bring a wide range of skills and expertise in undertaking tasks in a variety of areas.

The Fundraising and Partnerships team lead on securing funds which support the charity's advocacy, research and operational work to improve the lives of people living in fuel poverty. We have experienced a large growth in income from public fundraising leading to an increased awareness of fuel poverty. To build on this success and maintain increased unrestricted income from a wider fundraising mix, we are expanding the Fundraising and Partnerships Team.

You will join our small friendly, but hardworking team who raise funds from a variety of sources including trust and foundations, corporate partnerships, major donors, events and community fundraisers and individual giving.

About the post

In this role, reporting into the Fundraising Manager, you will be joining a small, proactive team who raise funds from a variety of sources, including trusts and foundations, corporate partnerships, major donors, events and community fundraisers and individual giving.

We are looking for an effective self-motivated individual to support the successful delivery and growth of NEA's unrestricted income across its major income streams. As Fundraising Officer, you will be responsible for leading on core fundraising activities to grow and sustain unrestricted income for the charity. Your role will be to support, develop and inspire individual supporters and fundraising groups to ensure our fundraising activity is as effective as possible.

You will provide excellent stewardship, support, and motivation to a wide range of supporters. Working as a part of the Fundraising Team, in the wider Fundraising and Partnerships team, you will work across a range of income streams, contribute to shared team goals and income targets, to deliver income and awareness.

You will also have demonstrable experience of working in fundraising, business development, or a similar background.

With such an array of opportunities, you will need to have a high attention to detail, the ability to multitask and be exceptionally organised.

Term and Conditions of Employment

Salary:	The salary range is £29,778 - £34,546 (Scale 6 – SO1). Plus £3,300 London Weighting if applicable. New appointments will usually begin at the starting point of the scale.
Hours of work:	37 hours per week, Monday to Friday on a flexi-time basis. Applicants must be willing to work away from home as required. In the event of work undertaken on evenings or weekends, and which may involve travel away from the office, time off in lieu of payment is given.
Contract:	This post is a Permanent Position.
Holidays:	25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.
Pensions and other benefits:	<p>NEA offer a money-purchase, non-contributory pension scheme. 11½% of basic salary will be paid by NEA into the pension scheme.</p> <p>As well as the above, NEA also offers: Flexible Working, Enhanced Family Friendly payments (e.g., Maternity, Paternity and Adoption Entitlements), Eye Test Payments, Bicycle Loans, Employee Assistance Programme., Employee benefits platform.</p>
Office:	Hybrid or office based as agreed. Flexible location with hybrid working an option, but post-holders must be resident within the UK and able to prove their right to work in the UK. Working at home is subject to the completion of a risk assessment.

Interviews

Interviews will be held on 16/17 September via teams. Full details will be provided to candidates invited to interview.

Due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within 4 weeks of the below closing date, please assume that your application has been unsuccessful.

Application Procedures

Applications should be submitted on an NEA application form. Please quote reference number R77. Use this form to detail why you are interested in the post, your qualifications, experience and any other relevant information. You might find this [guidance](#) useful. **Unfortunately, we are unable to accept CVs.**

For an informal chat about this vacancy please contact Jess Irwin, Fundraising Manager on 0756 678 8979 or email jess.irwin@nea.org.uk

The closing date for applications is **12:00 noon on Monday 9 September 2024**.

How to apply:

- Apply Online by clicking [here](#). If you would like the application form in another format, please email jobs@nea.org.uk

Please be aware that National Energy Action is not a sponsoring organisation. Therefore, the successful applicant must already possess the right to work in the UK or be able to secure the right to work in the UK independently.

Please note CVs will not be accepted as part of the application process. No agency or advertising enquiries please.

NEA aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post. **Charity Registration No. 290511. Company Registration No: 01853927.**

JOB DESCRIPTION

Post: Fundraising Officer

Responsible to: Fundraising Manager

KEY RESPONSIBILITIES

- Manage relationships with our fundraising supporters to increase income and engagement, ensuring that income targets are achieved.
- Develop and implement solutions to improve the supporter's experience with NEA.
- Respond promptly to enquiries from supporters across different communication channels and provide a high level of customer service.
- Pro-actively research and identify potential opportunities for NEA and make suitable approaches to secure income.
- Develop, manage and attend events to increase income for NEA.
- To support with the implementation of an individual giving strategy, promoting regular giving, to maximise unrestricted income, and reduce attrition rates.
- To develop and deliver fundraising campaigns to secure unrestricted funds with new and existing donors in accordance with NEA's fundraising strategy, and under the direction of the Fundraising Manager.
- To develop and deliver NEA's supporter newsletter and other email marketing campaigns, under the direction of the Fundraising Manager
- To support with the implementation of a stewardship programme through the CRM database Beacon, to include a lapsed donor and reactivation programme.
- Support the ongoing programme of activity to secure, maintain and develop new and existing corporate support: including financial support, gifts in kind, Charity of the Year, cause related marketing, payroll giving, employee fundraising and volunteering, in liaison and consultation with the Fundraising Manager, Head of Fundraising and Partnerships and relevant fundraising team members.
- Co-ordinate and write compelling applications for support including the preparation of budgets as required.
- Use the CRM database Beacon to effectively manage relationships with our supporters and fundraisers and work proactively with your team to develop new ways to maximise this resource and the data within it to deliver our strategic income goals.

- Act as a representative of NEA by creating and delivering presentations, writing persuasive requests for support and attending events.
- To support the implementation of a major donor strategy as part of the overall fundraising strategy.
- Work with the wider Fundraising and Partnerships team to maximise the support we receive and seize opportunities to develop relationships.
- Any other duties as may be agreed from time-to-time.
- Act as an ambassador for NEA at all times, and specifically when representing NEA externally.

Grade: Local Authority Scale 6 -SO1

Person Specification

Fundraising Officer

Candidates should meet the following requirements:

Essential Requirements:

1. Experience of working in fundraising, business development or a similar background.
2. Experience of building, managing and maintaining long term customer/donor relationships.

3. Experience of communicating with people at all levels from a wide range of organisations including public speaking.
4. Experience of writing compelling, inspiring and motivational copy to encourage action and support.
5. Evidence of excellent numeracy skills and experience of creating and managing budgets.
6. Experience of planning and evaluating projects and activities and making recommendations for improvement.
7. Strong attention to detail and accuracy.
8. Organising own workload and working effectively without supervision.
9. Computer literate with an understanding of databases and CRM systems.
11. Commitment to the aims and objectives of NEA and the eradication of fuel poverty.
12. Ability to work both as part of a team and on your own initiative.

Desirable:

1. Understanding of fuel poverty and energy consumer issues.
2. Educated to degree level or equivalent relevant qualification.
3. Flexible to work unsociable hours