

Job Title:	Community Fundraising Volunteer Officer
Department:	Community Fundraising and Volunteers department
Location:	London
Reports to:	Community Fundraising and Volunteers Manager
Line Management responsibility:	None
Budgetary Responsibility:	None
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>This role will require an basic DBS check, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The Community Fundraising Volunteer Officer is responsible for generating income from our community sources (Mosques, Islamic institutes and organisations) in accordance with agreed targets. The role will plan and execute events with these organisations to deliver on our campaigns. A key part of this role will be to deploy volunteers in support of our events and to maintain their interest in continuing to volunteer with Muslim Aid. The post holder will be expected to travel nationally, sometimes at short notice. There will also be a need to work evenings and weekends during peak periods due to the nature of the post.

Deliverables

Fundraising and Stakeholder Management

- Maximise income generation from a diverse range of activities to achieve agreed income targets.
- Develop relationships with individuals, communities, education institutions and mosques to enable fundraising in support of our strategy.
- Represent the organisation at regional meetings and events to showcase our work and position us as a partner of choice.
- Promote donation campaigns at mosques and Islamic institutes to increase awareness and generate funding.
- Organise and implement regional events and activities that are aligned with the Fundraising workplan and the needs of the organisation.
- Collaborate with regional colleagues on the delivery of national events and activities that are aligned with the Fundraising workplan and the needs of the organisation.
- Manage relationships with external stakeholders to ensure the best possible value for money and ROI.
- Produce evaluation reports on fundraising activities and incorporate any lessons learnt into the delivery of future activities.

- Provide content to the social media team that advertises/celebrates the success of our events/activities.

Volunteers

- Collaborate with the Facilities and Volunteers Department on the recruitment and onboarding of suitable volunteers to deliver fundraising activities.
- Organise volunteer resources to enable delivery of events and activities.
- Engage with volunteers to maintain their interest in supporting Muslim Aid to achieve its goals.

Other

- Short notice national travel.
- Comply with all policies, procedures, legal and regulatory requirements.
- Any other duties commensurate with the accountabilities of the post.
- Incorporate our Supporter Promise, legal and regulatory standards into all fundraising activity design/delivery.
- Conduct Due Diligence on all speakers, suppliers etc.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to degree standard or equivalent	Desirable	Application
Experience & Knowledge:		
Experience in building and delivering a fundraising programme and of securing income across a range of fundraising disciplines, especially from individuals and major donors.	Desirable	Application and Interview
Expertise in devising engaging new funding models and activities.	Desirable	Application and Interview
Experience of direct accountability for financial or other targets.	Essential	Application and Interview
Experience of creating and successfully implementing a fundraising strategy.	Desirable	Application and Interview
Proven fundraising experience	Essential	Application and Interview
Knowledge of varied funding sources and structures	Desirable	Application and Interview
Awareness of key current issues impacting relevant fundraising markets.	Desirable	Interview
An understanding and awareness of the value of social media and their fundraising potential.	Essential	Interview
Strong knowledge of marketing and brand development	Desirable	Interview
Knowledge of digital fundraising techniques	Desirable	Interview
Knowledge of BME and faith-based communities	Essential	Application and Interview
Skills & Abilities:		
Strong organisational and planning skills	Essential	Interview
Able to inspire people and to develop long-term relationships, with the gravitas to gain the trust and respect of relevant internal and external stakeholders.	Essential	Interview
Able to communicate information in an enthusiastic, engaging way.	Essential	Interview
Able to refine and implement plans to increase activity/campaign effectiveness.	Essential	Interview

Able to travel to and attend fundraising events on behalf of the charity as required, including evenings and weekends.	Essential	Interview
Ability to write proposals and reports	Desirable	Interview
Excellent written and verbal communication skills	Essential	Interview
Good negotiation, analytical and problem-solving skills	Essential	Interview
Ability to delegate tasks to volunteers	Essential	Interview
Ability to establish relationships with key stakeholders	Essential	Interview
Ability to carry out projects from conception to completion within a set budget	Essential	Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	Interview
Commitment to Muslim Aid's ethos	Essential	Interview
Commitment to equality of opportunity and diversity	Essential	Interview
Commitment to Muslim Aid's Child and Vulnerable Adults Policy and Procedure	Essential	Interview

You will display the competencies below:

Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR

Employee signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	