

Job Title:	Fundraising Assistant (Ramdan Campaign)
Department:	Income Generating & Marketing
Location:	London
Reports to:	Community Fundraising & Volunteer Manager
Line Management responsibility:	N/A
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 a 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 Fundraising Volunteer Assistant (Ramadan Campaign) plays a crucial role in the lead up to and post Ramadan. The role provides critical support in fundraising collections and events. It plays a vital role in guaranteeing the secure storage and prompt utilisation of all funds and pledges. Additionally, it will collaborate and coordinate volunteers in their involvement in diverse fundraising endeavours (e.g. events, mosque activities and street collections).

The role will involve working occasional unsociable hours (weekends and evenings) and national travel, sometimes at short notice, during the Ramadan period to maximise our income generating opportunities.

Key Responsibilities:
Fundraising:

1. Support organised activities and events as part of the Ramadan work-plan.
2. Maximum campaign engagement and fundraising on a community level across Mosques and relevant institutions.
3. Communicate with Mosques and local organisations to schedule events and collections.
4. Maintain communication and follow up with relevant stakeholders (donors, supporters, and volunteers etc) promoting the campaign.
5. Bank all funds in accordance with the cash handling policy.
6. Create notes for Presenters and provide general assistance during Muslim Aid Live Appeals.
7. Provide administrative assistance to the Community Fundraising Volunteer Department.
8. Plan and execute events, challenges and community activities set by the fundraising department.
9. Collaborate with Facilities and Volunteer Department on the sourcing, training and utilisation of volunteers for events and collections.
10. Follow up with donors on their pledges to convert them into income, maintaining communication records in accordance with Muslim Aid requirements.

Other:

11. To be able to travel nationally at short notice.
12. Might be required to work unsocial hours (evenings, weekends, bank holidays)
13. Incorporate Muslim Aid (MA) policies, procedures, legal and regulatory requirements into community and volunteer fundraising activities.
14. Maintain and store all records in line with MA document management and IT policies.
15. Any other duties commensurate with the accountabilities of the post.

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Person Specification		
	Essential / Desirable	Assessment Stage
Experience & Knowledge:		
Proven experience in developing and maintaining strong community engagement, particularly with Mosques and relevant institutions.	Essential	Application and Interview
Track record of successfully raising funds on a community level.	Essential	Application and Interview
Proficiency in reporting and documenting activities, outcomes, and contributions to the fundraising strategy.	Essential	Application and Interview
Proficiency in establishing and maintaining positive relationships with Mosques.	Essential	Application and Interview
Skills & Abilities:		
Ability to align activities and events with the established fundraising goals and objectives.	Essential	Application and Interview
Ability to adapt to changing circumstances and proactively address challenges that may arise in fundraising and community engagement efforts.	Essential	Application and Interview
Strong passion and commitment to the mission and values of Muslim Aid.	Essential	Application and Interview
Willingness to work collaboratively to advance the Muslim Aid's goals.	Essential	Application and Interview
Adherence to high ethical standards in fundraising and engagement activities, including transparency and accountability.	Essential	Application and Interview
Ability to create a welcoming and inclusive environment for volunteers.	Essential	Application and Interview
Advanced skills in conflict resolution and negotiation.	Essential	Application and Interview
Ability to travel nationally and work unsociable hours	Essential	Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Safeguarding Policy and Procedure.	Essential	

You will display the competencies below:

Competencies	Definition
Team working	Collaborative and co-operative approach to engaging with internal and external stakeholders.
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:	