

## Fundraising Officer Recruitment Pack

### About Us

When I joined Autism Action, I went through the same thought process that anyone applying for a new role goes through, and the one that you will be going through right now. I spoke to family and friends and thought about the future. I asked myself a series of questions about my values and ambitions and how they aligned with the charity and role I was applying to. I hope that this recruitment pack helps you answer those questions.

As Chief Executive at Autism Action it is important to me that anyone interested in a role at the charity shares our ambition – to remove the barriers and stigma that autistic people face every single day of their lives. Our small but passionate and driven charity exists to make a big difference, through funding and commissioning world-leading research, delivering projects which directly impact the lives of autistic people, and campaigning to achieve change. As a small team every person in our charity can make a real and unique contribution. We value the different perspectives that employing people of all neurotypes brings, and we believe in creating a work environment that brings out the best in everyone and gives each member of our team a great experience. We work hard but we do it because we know the scale of the challenge that autistic people and their families face.

We have big plans and need people to join us who will be inspired and inspirational, full of energy and ideas, who will enrich our team and our efforts to make a big difference for autistic people.

I hope like me you find the answers to your questions, that you find our work and mission motivating and that we are a good match for one another. We look forward to your application.

A handwritten signature in black ink that reads "Tom Purser".

**Tom Purser**  
Chief Executive  
Autism Action



## Job Description

**Job Title:** Fundraising Officer

**Contract Term:** Full-time but part-time hours (4 days per week) will be considered. Please state your preference when applying.

**Salary:** £28,000- £32,000 a year dependent on skills and experience. This will be discussed and agreed with the successful applicant.

**Location:** Hybrid working, attendance at the Cambridge Office (Byron House, Cambridge Business Park CB4 0WZ) a minimum of two days a week.

**Reporting to:** Nicola Graves, Director of Fundraising.

**Closing date:** Midnight on 7<sup>th</sup> April 2026.

## Inclusive recruitment and employment

We are committed to being inclusive in all we do, including when we recruit new staff. We welcome applications from anybody who believes they have the skills and experience outlined in this pack. We actively encourage applications from candidates who are neurodivergent (such as autistic people or those with dyscalculia), LGBTQIA+, identify as being disabled and/or are from minority ethnic backgrounds.

As part of this commitment, we want your recruitment experience to be positive. Please contact us to request any adjustments you need for the application or interview process. Disclosure of disability or requests for reasonable adjustments will not impact the selection process.

We have worked with autistic people and inclusive recruitment specialists to develop our job description and recruitment pack templates, as well as our hiring processes. In particular, we will avoid vague statements such as 'excellent communication skills' and will instead describe what needs to be achieved and be open to different ways of achieving it. However, there is always more to learn, so if you have suggestions for improvement, please let us know.

Once in post, we have a process in place to identify requirements for reasonable adjustments and will offer them proactively where required.



## Overall purpose of the role

This role is vital to the growth of our charity and represents an exciting opportunity for the right candidate to join our small but dynamic team.

You will work closely with the Director of Fundraising and Events Manager on events, corporate, trusts and foundations, community, and individual fundraising efforts.

This is a fantastic opportunity to gain valuable experience in a fast-paced fundraising environment.

The successful candidate will be motivated to improve life for autistic people - joining a team that is passionate about delivering impact. They will be a strong advocate for ensuring that all opinions are heard and respected and will have the ability to communicate with people of all backgrounds and with different communication styles and support needs.

## Main duties and responsibilities

**As Fundraising Officer, you will:**

- Develop and maintain positive relationships internally with colleagues and externally with stakeholders, donors, and funders.
- Create marketing materials, including content for social media and our website.
- Work with the Director of Fundraising and Events Manager, to deliver a series of high-quality, high-profile fundraising events, including assisting with logistics and supporter engagement.
- Take initiative to explore new areas of fundraising and contribute to innovation.
- Own and manage delegated tasks or parts of projects, ensuring successful and timely delivery of work.
- Provide administrative support to the fundraising team, including sending fundraising packs, processing donations and fulfilling orders from our e-shop.
- Respond to supporter queries via phone, email, and web with professionalism and empathy.
- Maintain accurate supporter data in the CRM (Customer Relationship Management) system.
- Create quarterly Gift Aid claims reports via the CRM system and liaise with the finance team to ensure timely submission to HMRC.



- Prepare thank-you letters, certificates, and merchandise to support fundraisers and events.
- Manage incoming post for fundraising and donors, process Gift Aid declarations, and maintain stock levels for shop and event materials.
- Produce monthly reports on income, donor activity, and progress against target.

## Person Specification (Who are we looking for?)

### Essential

#### Qualifications

- While there are no specific essential qualifications, the successful candidate will need to demonstrate a good standard of numeracy and literacy and proficiency in MS Office Suite.

#### Experience

- Knowledge of and/or personal interest in autism and current issues relating to autism and community preferences.
- At least one year's experience in a similar role within a charity or nonprofit organisation.
- Experience in using CRM (Customer Relationship Management) systems.
- Track record of managing multiple tasks autonomously and meeting deadlines.
- Experience in building strong relationships, managing expectations and engaging confidently with a range of stakeholders.

#### Skills

- Organisational and administrative skills, including the ability to manage your own time and multiple priorities to achieve high-quality outcomes.
- Ability to maintain systems for data management and keep accurate records of fundraising activities and donor interactions.
- Confident communicator, able to explain ideas clearly in writing and in conversation.
- A reliable team player who can prioritise work effectively and manage tasks under pressure.
- Good numeracy skills and the ability to work on simple budgets.
- High level of accuracy and attention to detail.
- Ability to contribute to team discussions and work collaboratively with colleagues.



- Demonstrate an awareness of, and commitment to, inclusion, equality, and diversity.
- A good working knowledge of MS Office 365 and ability and willingness to learn new IT systems (with support/training where needed).

Desirable (please still apply even if you do not have these)

### Experience

- Knowledge of data protection and General Data Protection Regulation (GDPR) compliance for handling donor information.
- Experience of process mapping and CRM migration projects.
- Experience of digital content creation and donor engagement.
- Experience of remote and/or hybrid working.

### Skills

- Able to apply basic marketing skills across different channels, such as emails, social media posts, or printed materials.
- A proactive learner with a passion for exploring new areas of fundraising and developing professionally.

We are aware that the skills required for this role may be interpreted differently by different people. Our selection process will focus on the desired outcomes, and we are open to different ways of achieving them.

## Selection Process

### Step 1

To apply, please complete our [application form and upload your CV](#) by midnight on 7<sup>th</sup> April 2026.

Due to the skills required for the role, only written applications will be accepted on this occasion.

### Step 2

We will evaluate applications based on how well they match the job description and person specification and invite those with the strongest applications to interview. Disclosure of disability or requests for reasonable adjustments will not impact the selection process.

We expect to notify all applicants of the outcome of their application within 2 weeks of the closing date.



### Step 3

First interviews will be held remotely via Microsoft Teams (support is available if you're unfamiliar with Teams). Interviews are expected to be held in April 2026. If invited to interview, the interview questions, tasks as well as names and photos of the interview panel will be provided in advance. You'll also have the opportunity to request any adjustments needed for the interview process.

### Step 4

Shortlisted candidates will be invited to a second, face to face interview in Cambridge (Byron House, Cambridge Business Park CB4 0WZ). Interviews are expected to be held in May 2026. Interview questions, tasks as well as names and photos of the interview panel will be provided in advance. You'll also have the opportunity to request any adjustments needed for the interview process.

### Step 5

We expect to notify all candidates of the outcome of their application within a week of the second interviews.

