

# Student Fundraising Assistant Job Pack

**Thank you for your interest in joining the team!**

This pack will give you a sense of what it is like to work in our student fundraising team and the kind of candidate we are looking for.

If you are seeking a role that is rewarding, and where every day is varied and interesting – this could be for you.



**Salary:**  
**£23,000 + 6% pension contribution pro-rata**



**Location:**  
**Bristol based or remote with very frequent travel to universities across the UK**



**Contract type:**  
**Full time, temporary (4 month contract)**

# About Meningitis Research Foundation

Meningitis Research Foundation is a leading UK and international charity working to defeat meningitis wherever it exists.

Founded by individuals whose lives were profoundly affected by meningitis, we are dedicated to enabling positive change by uniting people, funding research, and sharing knowledge to save lives.

Meningitis strikes quickly and can affect anyone of any age. We provide direct support to people and families affected by meningitis because no one should have to go through this disease alone.

Since the 2021 launch of the World Health Organisation's first ever global roadmap to defeat meningitis, an ambitious new phase of development is underway for the charity. We believe there has never been a more exciting time to join our team. We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated staff to grow.



Suspect meningitis? Always trust your instincts and get medical help fast.



## Meningitis and Me - Mike

Mike contracted meningitis and septicaemia and spent 10 weeks in ICU, which resulted in having his four limbs amputated. He is now the UK's tenth person to receive a double hand transplant. Mike is a valued ambassador for MRF and works in partnership with us to tell his story and not only advocate to defeat meningitis around the world but to also inspire hope for those affected.

"I'm just Mike - and that's how I think of myself. It's coming back to that acceptance".

You can watch Mike's story [here](#) as part of MRF's Meningitis and Me series and [here](#) speaking at the World Health organisation's first high level meeting to defeat meningitis in April 2024.

# About our student programme

Our student events are responsible for a significant proportion of our events income, with around 200 students each year taking on a once in a lifetime charity challenge such as climbing Kilimanjaro, trekking to Everest Base Camp or running the Budapest Marathon.

The student events team is sector-leading. Our fundraising in this area is well established and we have been offering challenge events that students can embark on for over 13 years. As a charity, we have been working with universities for almost 35 years, which is an important element of our work due to students being at higher risk for the disease.



The Student Fundraising Assistant is a new role at MRF, with lots of variety and opportunities to network with universities, students and RAGs.

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## How we will support and develop you



Weekly 1-2-1s and monthly in depth catch ups with your line manager to ensure you are developing in the role



Induction meetings with colleagues from across the organisation to understand what we are doing to defeat meningitis



Regular opportunities to meet with the whole fundraising team for in depth project development and training sessions

# Who are we looking for?

## **You are a people person**

This role is all about connecting with people, and encouraging them to take on a fundraising challenge. You will be happy talking to new people every day. You will need to be enthusiastic, outgoing and thrive in motivating people to take action.

## **You are passionate**

You will need to be an advocate for Meningitis Research Foundation's work to defeat meningitis when working in universities and talking to students. It is through the determination of everyone involved with the student events programme that we are able to deliver a number of our goals as a charity.

## **You are a skilled communicator**

We are proud of our quality supporter communications, social media pages and on-campus participant recruitment. Your role will involve a lot of chatting to people, motivating them to sign up, answering questions and making phone calls. You will be happy to present to groups of students about Meningitis Research Foundation and deliver lecture shout outs on campus.

## **You like to collaborate**

Whilst you will need to use your initiative and sometimes work independently on campus, you are part of a strong team. You should enjoy working with your colleagues to make the most of every opportunity and each other's strengths.

## **You love variety**

Everyday in the student fundraising team is different and you will need to be flexible and adaptable. This isn't a fully desk based job and you will be out on the road working with universities on campus, attending freshers fairs, information meetings and speaking to potential student fundraisers both face to face and on the phone.



## **You want to make a difference**

Every year, there are more than 2.5 million cases of bacterial and viral meningitis around the world. 1 in 10 people who get meningitis will die. Around half of these deaths are in children under 5 years old. We are driven to change this by 2030 in all that we do. We promise to continue to raise awareness and be there to support people who have been affected. If this excites you, then you could bring a lot to this role.

# Meningitis Research Foundation values

## **We are evidence-led**

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

## **We operate with integrity**

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

## **We pursue our goals with determination**

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world.

## **We are a passionate advocate**

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

## **We collaborate to make progress**

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

## **We act with compassion**

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference. If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF. All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy.

# Job description – Student Fundraising Assistant

## Job purpose and summary

To work as part of our student events fundraising team in recruiting participants for our student overseas treks and other student events.

This post is part of the Meningitis Research Foundation student fundraising team. You will work with universities and students across the UK, to maintain positive relationships with university partners and recruit student volunteers to take part in international fundraising challenges.

Meningitis Research Foundation is based in Bristol but the role is flexible and is open to anyone wishing to work remotely.

## Reports to

The Senior Fundraising Manager will be responsible for your post and will ensure you have been given appropriate support and development to you in your role. However, you will also be working directly with our student fundraising team who will ensure you are given briefing on your responsibilities and assign tasks to you.

## Key tasks and activities

- Visiting partner universities around the UK to promote their chosen fundraising challenge. These promotions include but may not be limited to; manning freshers fair stalls, flyering and delivering lecture shout outs.
- Maintaining positive relationships with the universities visited through good communication skills.
- Generate interest in the work of Meningitis Research Foundation and motivate people to register their interest in a challenge and sign up.
- Deliver short presentations at information meetings about the work of Meningitis Research Foundation and the fundraising support we offer to challenge participants.

- Make telephone calls to students who have registered interest in a challenge; answering questions, assisting with concerns and helping to overcome barriers to entry such as fundraising targets.
- Occasional need to assist challenge leaders, RAGs or societies with social media content e.g. Instagram stories or posts using Canva.

## General, personal & developmental responsibilities

- Support colleagues and communicate your work and needs openly and effectively.
- Establish efficient and effective working relationships and communication with internal and external stakeholders.
- Take responsibility for your own development and training needs, in consultation with line manager.
- Keep abreast of the work going on in other teams, and any important developments in the field of meningitis and meningitis-related sepsis.

## How to apply

The closing date for completed applications is 9am on Tuesday 16th July 2024.

Interviews will be held remotely via Microsoft Teams the week beginning Monday 22nd July 2024. We advise you to submit an early application with the strongest chance of securing an interview. The interview will include a short presentation task, which you will be told about prior to the interview. If you have any questions or would like to discuss the role further please email [mayag@meningitis.org](mailto:mayag@meningitis.org).

Please return a CV and cover letter detailing how your experience meets the job description via e-mail to [hadmin@meningitis.org](mailto:hadmin@meningitis.org). Following receipt of satisfactory references, the scheduled start date for this role is the 12th August 2024.

Meningitis Research Foundation is committed to safeguarding. Any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

# Person specification

		Essential (E) / Desirable (D)
Training, experience and qualifications	Experience of fundraising for charity OR working within the charity sector	D
	Experience of fundraising for a challenge event (international/national treks, marathon, other running event) OR working in an events fundraising role	D
	Experience of working with/being a member of a university RAG/fundraising society	D
	Sales / customer service experience	D
Knowledge and skills	Good organisational skills, ability to prioritise and juggle multiple activities	E
	Excellent oral communication skills, strong networker and a confident, outgoing manner	E
	IT competent - able to use Microsoft 365	E
	Self-motivated and able to use own initiative	E
	Working knowledge of social media (particularly Instagram)	D



		<b>Essential (E) / Desirable (D)</b>
General	Team player with an ability to build effective working relationships	E
	Ability to work anti-social hours (evenings and weekends) and at a high level of intensity	E

This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

# Terms and Conditions - Essentials

## Location

The Meningitis Research Foundation office is based in Bristol, with the full address of Room 703, The Programme Building 7th Floor, The Pithay, Bristol, BS1 2NB. However this role is open to anyone wishing to work remotely. There will be frequent travel to universities across the UK.

## Salary

£23,000 (pro rata) including 2% employee pension contribution + 6% employer pension contribution.

Paid in arrears on or around the 25th of each month.

## Contract type

Full time, fixed-term (4 months).

## Hours of work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday, with frequent unsociable hours. Work completed outside your regular working hours can be claimed back through time off in lieu.

Overnight stays are likely when visiting universities. These can also be claimed back in line with our TOIL policy.

## Leave

25 days annual leave pro rata.

## Expenses

Travel, accommodation or other sustenance (food/drink) related to university visits will be reimbursed in line with our expenses policy, or will be booked for you.