



Fundraising Officer

Job Title: Fundraising Officer

Reports to: Senior Manager for Volunteer Experience, Communications and Fundraising

Contract: Permanent, 28 hours per week. This is a part time role working 4 days per week. We are happy to consider a variety of working patterns and some flexibility within this.

Salary: £25-30k pa (FTE, pro rata part-time 4 days per week)

Location: remote working/homeworking anywhere in the UK, with monthly in-person team days in London. A few additional days a year in London or at our projects around the UK may be required.

Closing Date: Monday 8th April, 9am

Interviews: Tuesday 9th & Wednesday 10th April, via Teams

About the role

Are you a purpose-driven, early career fundraising professional with a drive to use your skills to improve the lives of people across the UK? Are you excited to roll up your sleeves and be part of the growth and evolution of a dynamic anti-poverty charity? Are you adept at building relationships and an outstanding communicator? If so, we'd love to hear from you.

As our Fundraising Officer, you will have the exciting opportunity to make a huge difference in improving the lives of people living in hygiene poverty. Working to secure vital funding for the charity's work and particularly our volunteer-led projects across the UK, you will work closely with the Senior Volunteer Experience, Communications and Fundraising Manager and Head of Fundraising, Communications and External Engagement. You'll create new income generation streams, manage trusts and foundations' bid writing and help deliver all fundraising and stewardship initiatives.

The Hygiene Bank is at a pivotal point in its journey as it embarks on its three-year strategy for growth. The charity has grown rapidly since its creation in 2018 and has exciting plans in its mission to end hygiene poverty. The income generation team will play a critical role in this changing organisation.



If you fit this profile and want to use your talents to improve the lives of people across the UK and are interested in remote working opportunities in a flexible organisation with a values-led ethos, we would love to hear from you!

About The Hygiene Bank

Hygiene poverty is not being able to afford many of the everyday hygiene and personal grooming products most of us take for granted. The reality of low income is that it restricts people's options, leaving us caught between being able to heat our homes, pay the rent, eat, or be clean. It is washing hair, bodies, faces and clothes in the same cheap washing up liquid used for the dishes. It is not being able to replace a toothbrush when needed or sharing a toothbrush because one each just isn't an option. It is having to choose between shaving foam and razors or the transport fare to a job interview.

Hygiene Poverty is the hidden crisis facing the UK. In 2022, The Hygiene Bank published groundbreaking research into the incidence and impact of hygiene poverty. It found that over 3.1 million adults across the country are currently experiencing hygiene poverty and that it is both alarmingly widespread, increasing and disproportionately impacts the most vulnerable. It stops people from participating in society, feeds the mental health crisis and blocks routes out of poverty. It is simply unjust.

At The Hygiene Bank, we believe that everyone deserves to feel clean. That is why our network of projects exists – to give people access to the basics they need.

Read more about our work at thehygienebank.com, along with our [Impact Report](#) and research [Hygiene Poverty 2022](#)

Job Description

The Fundraising Officer will be a key member of The Hygiene Bank's income generation and wider team, with a responsibility to help fulfil the charity's fundraising plans. The role will support the charity's Senior Volunteer Experience, Communications and Fundraising Manager and Head of Fundraising, Communications and External Engagement to help raise and grow revenue from a diverse portfolio of supporters across the UK, with a particular focus on maximising funds from trusts, foundations and grant-giving organisations, as we implement our new fundraising strategy.

Responsibilities

- Research and build relationships with new and existing grant-making organisations.
- Write and submit applications to grant-making organisations.
- Keep the pipeline of support and the fundraising database updated.



- Assist with evaluation and monitoring reports and ensure these are of high quality and are submitted on time.
- Support and provide guidance to local projects on the development and submission of grant applications, keeping record of all prospects and monitoring the reporting and performance of local projects based on funding requirements.
- Support and assist the Senior Volunteer Experience, Communications and Fundraising Manager and Head of Fundraising, Communications and External Engagement with the implementation of the Fundraising strategy and other team activities.
- Assist in stewarding the support of funders and donors through regular communications updates.
- Have an understanding of charity law, in particular with regard to the Data Protection Act and GDPR and the recording and storage of donor data. Ensure all data is managed within the law and effectively.
- Assist with the creation of fundraising materials, such as newsletters, brochures, Annual Report and other communications.
- Support the team on creative concepts, tactics and messaging for fundraising and communications campaigns.

Person Specification

With a strong alignment with The Hygiene Bank's values, you will have:

- Excellent communications skills; both written and verbal.
- Strong interpersonal skills: with the ability to forge and develop relationships with individuals, corporate contacts and community groups.
- Sound knowledge of fundraising and income generation.
- Excellent organisational skills: being self-motivated and disciplined, with the ability to work without the need for close supervision.
- The ability to work under pressure and on multiple projects at the same time.
- The ability to represent the charity and its mission in a clear, emotive and factual way.
- An enthusiastic, can-do attitude; a self-starter and a team player, with a flair for building relationships.

This job description and person specification represents an outline of the major components of the job and is not intended to be exhaustive.

Experience

You will have two years' experience in the following:

- Either fundraising and/or successful voluntary fundraising activities.
- Communicating effectively with a range of audiences.



- Forging and stewarding relationships with key stakeholders.
- Working toward financial targets.
- Using and maintaining budgets.
- Working in the charity sector.

Key Details

- Salary: £25K - £30K (pro rata, part-time, 4 days per week)/ dependent on skills and experience.
- Location: remote working/homeworking with monthly in-person team days in London.
- Holiday: 28 days (pro-rata) plus public holidays and closure between Christmas and New Year.
- Defined contribution pension scheme: 3% employer contribution, 5% employee contribution.

How to Apply

If you would like to join our team, please send the following to recruitment@thehygienebank.com.

- An up to date CV outlining your employment history, qualifications and contact details.
- A supporting statement (no more than 2 x A4 pages) which i) demonstrates how you meet the criteria outlined in the Person Specification and ii) outlining why you are interested in working for The Hygiene Bank.

Next Steps

- Deadline for applications – Monday 8th April 9am
- Interviews – Tuesday 9th and Wednesday 10th April, via Teams
- Starting date – as soon as possible thereafter.

We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Please let us know if you need adjustments to the application process.