University Education
18 Beaumont St, Oxford, OX1 2NA
www.universifyeducation.com

FUNDRAISING OFFICER

University Education is looking for **a passionate and motivated Fundraising Officer** to deliver the charity's fundraising activities and engage University's community through the delivery of integrated communications, to enable the ongoing running of our transformative programmes. This is a great opportunity for someone experienced in fundraising to gain a deeper understanding of charity fundraising, finance, impact reporting and governance.

Job Summary

- Contract type: Permanent, full-time.
- Start date: October 2026, or as soon as possible
- Salary: £27,500-£31,000 based on experience
- Location: Hybrid working, with office space available in Oxford and London. Oxford-based candidates will be given priority. The team works in the Oxford office 1-2 times a week. During delivery periods (4 weeks a year, in April and August) the team is required to work in person from the Oxford office. The role requires occasional evening and weekend work during delivery periods.

The Charity

Universify exists to create a fairer, more equal society where every young person can fulfil their potential regardless of their background. We equip young people from low socio-economic and underrepresented backgrounds with the skills, knowledge, and belief to fulfil their potential through education.

We work primarily with Year 10-11 students (aged 14-16) to increase their aspirations, improve GCSE attainment and to gain a greater understanding of post-18 pathways, particularly university, to make a more informed decision about their future. To achieve our aims, we currently run two in-house, year-long programmes. Our main Oxford programme includes a week-long residential in summer of Year 10, a 3-day GCSE-focused revision residential in the spring of Year 11, and regular online coaching. Our Step Ahead Bristol programme consists of a calendar of day visits in Bristol and Oxford in Year 10 and 11 and regular online coaching.

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ABOUT THE ROLE

As the **Fundraising Officer,** you will plan and deliver the charity's income generation strategy, covering Trusts and Foundations, Individual Giving and Public Fundraising. You will work with the programme team to create integrated charity communications to increase awareness of the charity's impact. You will also work in collaboration with the CEO on the charity's financial management and governance.

There is flexibility within the role to try other aspects of the charity's work, including programme delivery and working with young people.

Main Duties

- **Plan and deliver the charity's income generation strategy**, including Trusts and Foundations, Individual Giving, and Public Fundraising campaigns
    - Identify new opportunities and maintain a database of fundraising prospects
    - Create funding bids, project budgets and grant reports
    - Track and report on fundraising progress to the CEO and wider staff team, with development opportunities to report to the board of trustees
- **Deepen engagement with existing stakeholders** through stewardship
- Collaborate with the programme team to create and manage integrated **charity communications** to increase awareness of the charity's impact
- Alongside the CEO, contribute to the charity's **financial management** including payments and payroll
- **Support the team in one ad hoc function** (based on candidate's preferences and skills)
    - Volunteer and tutor recruitment and onboarding
    - Impact reporting and CRM maintenance
    - Charity governance, filing duties, and financial management
    - Safeguarding support

SKILLS AND EXPERIENCE

Required skills and characteristics

- Clear communicator, able to adapt written communication to suit a range of audiences
- Ability to work independently, organise a pipeline of work and communicate progress to a team
- Ability to create and maintain relationships with a range of external stakeholders
- Able to think creatively and identify opportunities to raise funds
- Proactive, adaptable and self-motivated
- Basic understanding of trusts and foundations fundraising processes (prospecting, application cycles, stewardship)
- Basic understanding of project budgets and data analysis; attention to detail and accurate with handling information
- Works well in a small team and is interested in working in a small organisation

Required experience

We are looking for candidates with the following experience:

- Experience prospecting and writing bids in a charity or commercial setting
- Experience in stakeholder management and stewardship
- Experience working flexibly across multiple projects
- Experience in managing a large project independently; ready to take the initiative to deliver a project to a high standard
- Experience and confidence in using MS Office and Excel

Desirable experience and skills

Ideally, candidates would have experience in some of the following areas:

- Track record of fundraising success across multiple income streams and identifying new opportunities to raise funds
- Experience preparing fundraising budgets
- Experience in using Canva or other design tools
- Experience of using the basic functions of a CRM and a willingness to build this knowledge
- Previous experience working within the UK secondary education sector and knowledge of the UK university access and outreach sector
- Some data analysis skills

APPLICATION

Please download and complete an application form and email it to recruitment@universifyeducation.com. Applications close 13th September 2026.

Successful candidates will be invited to a telephone screening followed by interviews. **Interviews will be held on a rolling basis.**

We want all our team members to feel supported and listened to. We are happy to discuss any adjustments to the application process or role that you may require. For more information, please email recruitment@universifyeducation.com

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ABOUT US

Universify was founded in 2016, and across ten years, we have supported over 1200 students through our programmes in Oxford and Bristol. Our small team of 4 staff is supported by 35 volunteers annually to deliver our programmes. Our programmes are continually oversubscribed, and we want to meet the growing need for our work by expanding to new universities. We aim to continue to refine our programme and increase our impact in partnership with other charities in the sector.

To help us fulfil these aspirations, we're seeking dynamic individuals who want to be part of a successful small charity who can help shape our future growth.

WORKING AT UNIVERSIFY

Our small team drives huge impact. In return, staff receive

- 25 days paid holiday (increasing to 28 days after 3 years), plus 8 bank holidays and 1 day birthday leave
- Employer contribution to pension scheme
- Fully flexible working hours outside delivery periods
- Hybrid working (in-person and online) outside delivery periods
- Enhanced sick pay and compassionate leave
- Individual training budget and dedicated time with your line manager to create a personal training and development plan
- Regular team days, paid socials, and weekly team welfare initiatives

"Universify is an incredibly supportive organisation to work with. The team wholeheartedly cares for the young people they support, their stakeholders and most importantly each other. The team is adaptable and resilient and manages challenges with skill and grace, and this is something they instil in everyone who comes to work with them. The coaching culture here means you will always be learning something new about working with young people and about yourself.'

Ella Spilling, Employee, 2022-2026

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SAFER RECRUITMENT

University Education is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all staff are suitable to work with children.

Please note that all personal information submitted via our application form will be treated in accordance with our data protection policy.