

###### **INFORMATION PACK FOR CANDIDATES FOR THE POST OF**

**Corporate and Community Fundraising Officer**

Dear Applicant,

Please find enclosed an application pack for the full time post of **Corporate and Community Fundraising Officer** which contains the following items:

###### Section 1: Background

###### Section 2: Job Description

Section 3: Essential Criteria

Section 4: Vacancy & Job Competency Application Form

Section 5: Monitoring Form (separate download)

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about the organisation, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.

2. You must complete sections 4 and 5 accurately and return them by the date and time indicated. You are also asked to complete a monitoring form (section 6).

3. It is your responsibility to ensure that sufficient information is provided to enable a short listing panel to assess your suitability for this post.

***PLEASE SHOW CLEARLY IN YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND ENHANCED CRITERIA.***

4. Applications, CVs and attached sheets:

* Applications can be emailed or printed and posted to arrive by the deadline provided with Monitoring Form posted in a sealed envelope to arrive by the deadline date.
* Attached CVs **will not** be considered.
* Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

5. It is the responsibility of the applicant to ensure that sections 4 and 5 are completed and returned

by **5pm on Tuesday 11 June 2019.**

Your equal opportunities monitoring form (section 6) must also be completed and returned in a separate envelope.

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

###### **Section 1: Background**

**History and Background**

Self Help Africa is a leading international development organisation working through agriculture and enterprise development to end extreme hunger and poverty in sub-Saharan Africa.

The organisation will have a projected turnover in excess of €25m, this year. It has development projects in Ethiopia, Eritrea, Kenya, Uganda, Zambia, Malawi and in Burkina Faso, West Africa. Self Help Africa also has a number of social enterprise subsidiaries, including Partner Africa, TruTrade and Traidlinks who collectively work in an additional 30 countries across Africa and into the Middle East.

Self Help Africa’s work is funded by the general public, and by a wide range of instructional funders including The European Union, Irish Aid, UK Aid, together with a broad range of philanthropic trusts and foundations.

# In 2014, Self Help Africa merged with Gorta, Ireland’s longest established overseas development charity. In Spring 2018, it merged with War on Want NI to establish a strong new market in Northern Ireland. This combined new organisation had a network of 24 charity shops on the island of Ireland.

This is a truly exciting time to join the organisation and our growing and dynamic team across the UK, Ireland, Africa and the USA.

###### **Section 2: Job Description**

|  |  |
| --- | --- |
| **Job Title:** | Corporate and Community Fundraising Officer |
| **Department:** | Fundraising |
| **Location:** | Belfast |
| **Contract Type:** | Permanent |
| **Reports to:** | Head of NI |
| **Job Purpose:** | The Corporate and Community Fundraising Officer will play a key role in the development and delivery of Self Help Africa’s (SHAs) Annual Events Calendar and generate income from corporate business and membership organisations throughout Northern Ireland. |
| **Key Responsibilities:** | **Community Fundraising**   * To support the development and implementation of SHAs Annual Events Calendar * To establish and develop SHA community-based Fundraising Support Groups * To plan and develop a range of public collections and raffles * Support on further development of community based activities * To work weekends and unsociable hours as and when required   **Corporate Fundraising**   * Together with the Head of NI to devise and implement a strategy to target and approach business and member organisations with the aim of developing synergistic partnerships and generating income * Establish, develop and manage Charity of the Year partnerships * Support the development of Payroll Giving * Develop and manage in-kind donations and corporate volunteering in association with other departments * To network and build SHAs profile within the business community * Meet targets for income generation and working within agreed expenditure level * To work with and support a high level Fundraising Development Committee * To liaise with fundraising colleagues in Dublin and England (London & Shrewsbury) and ensure support of the overall organisation’s Individual Giving programme in NI   **General responsibilities**   * To keep up-to-date and comply with current fundraising best practice and all legal requirements including GDPR * To ensure transparency in all fundraising activities * To support with ensuring appropriate risk management and ROI analysis in relation to all fundraising activities * To ensure appropriate use of organisation’s database and adherence to systems and procedures * To work in collaboration with colleagues in Dublin, London, Shrewsbury, US and Africa to ensure cross organisation working to enhance plans and results * To uphold the reputation of the organisation and represent it in a professional manner * To undertake such other duties as might be reasonably assigned from time to time * Build and maintain close working relationships with key internal and external stakeholders * A team approach is central to the success of SHAs work and from time to time the post holder may be required to assist and support other team members * Attend courses as appropriate to assist in Professional Development * Comply with all policies and procedures * Comply with any other reasonable duties requested for the benefit of SHA   The nature of the job will change as the needs of SHA develop. This will require a considerable degree of commitment, flexibility and adaptability of the successful candidate to meet quality standards required. |
| **Key Relationships:** | **Internal – Head of NI**  **External – Community Fundraising Development Committee** |
| **Section 3: Essential Criteria** |  |
| **Qualifications/Knowledge and Experience** | **Essential**   * Educated to degree level or equivalent * Minimum of 3 years’ experience in a busy Fundraising and or Marketing environment * Experience of developing and presenting successful creative proposals to a corporate audience * Excellent communication skills, both oral and written * Strong planning and organisational skills * Strong IT skills including Word, Excel, Microsoft office and Salesforce * Commitment to the vision, mission and values of Self Help Africa * Strong planning and organisational skills * Demonstrable strong attention to detail and problem-solving skills * Proficient use of industry standard ICT software * Proven ability to work on own initiative * A team player who enjoys working as part of a small team * Strong networking skills and proven ability to build relationships with a diverse range of people and to build partnerships with key organisations * Full, current UK driving licence with business insurance and have access to the use of a car or other transport to allow the post to be effectively carried out   **Enhanced**   * Experience of social media and digital marketing campaigns * Experience of financial management and budgeting of marketing or fundraising campaigns |

Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require ACCESS NI/DBS/Garda vetting.

**Self Help Africa strives to be an Equal Opportunities Employer**

**Section 4:** **Vacancy and Job Competency Application Form**



* **Please write clearly (type or block capitals)**
* **All information will be treated in confidence and will be used to assess your suitability for the job**
* **Candidates will be short listed on the basis of information contained in this application.**

**The Vacancy**

Job Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current driving licence? Yes / No

Are you a car owner or do you have access to a form of transport which

will enable you to carry out the duties of this post? Yes / No

Have you previously been employed by Self Help Africa? Yes / No

If yes, please detail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

All offers of employment are subject to receipt of satisfactory written references.

Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

|  |  |
| --- | --- |
| **First Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Have you ever been convicted of a criminal offence? Yes / No

[Exclude convictions which are spent under the

Rehabilitation of Offenders (NI Order 1978)]

**4.1 EDUCATION & QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Type of Qualification**  **(GCSE, NVQ, A Level, Degree etc)** | **School/University/College Name** | **Results** |
| **Personal Development/Training Completed:** |  |  |

Are you currently employed? Yes / No

Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.2 PREVIOUS EMPLOYMENT** (Start with present or most recent job)

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employer | Dates employed & salary | Brief description of duties  *(where possible outline specific areas of relevance to this post )* | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[Please attach additional sheet if required]

**Declaration**

I declare that the information I have given is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.3 RELEVANT EXPERIENCE**

**Self Help Africa** will shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability.

It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates) of the Shortlisting Criteria**.** To fully describe, please give 2-3 clear examples of your competency in each area.

1. **Minimum of 3 years’ experience in a busy Fundraising and or Marketing environment and experience of developing and presenting successful creative proposals to a corporate audience.**

|  |
| --- |
| (Max 300 words) |

**2. Strong networking skills and proven ability to build relationships with a diverse range of people and to build partnerships with key organisations.**

|  |
| --- |
| ( Max 300 words) |

1. **Strong planning and organisational skills, including demonstrable strong attention to detail and problem-solving skills**

|  |
| --- |
| (Max 250 words) |

1. **Enhanced criteria -** Experience of social media and digital marketing campaigns and experience of financial management and budgeting of marketing or fundraising campaign

|  |
| --- |
| 300 words |

#### Your Information

We process information about you in accordance with our Privacy Statement. By using the online recruitment application service and/or submitting your CV directly to our Human Resources Department, you consent to such processing and you warrant that all information provided by you is complete, accurate and correct.

The information we are collecting above is necessary for this job application process. We review our retention periods for personal information on a regular basis and we will only hold your personal information for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. We are legally required to hold some types of information to fulfil our statutory obligations.

#### Who has access to your information?

We will take all reasonable steps to ensure that your data is only available to the staff members that are involved in the processing activity.  
We will not sell or rent your information to third parties.  
We will not share your information with third parties for marketing purposes.

*Third Party Service Providers working on our behalf:* We may pass your information to our third-party service providers, agents subcontractors and other associated organisations for the purposes of completing elements of the processing. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for any other purposes. Please be reassured that we will not release your information to third parties for them to use for their own purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we’re under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

#### How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please contact privacy@selfhelpafrica.org to update.

You also have the right to ask for a copy of the information Self Help Africa holds about you.

#### Transferring your information outside of Europe

As part of the processing, the information which you provide to us may be transferred to countries outside the European Union (“EU”). This may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the EU. By submitting your personal data, you’re agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

**Please return your completed application form to the above address or email it to recruitment@selfhelpafrica.org**