

Recruitment Pack

Fundraiser



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‘Improving life for older people in Lewisham and Southwark’

Equal Opportunities & Valuing Diversity

Age UK Lewisham & Southwark is an equal opportunities employer and any discrimination or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation will not be tolerated. If you would like to see our full Equal Opportunities & Valuing Diversity Policy please contact recruitment@ageuklands.org.uk

Privacy Policy

As prospective employees of Age UK Lewisham & Southwark, we think it's important you know the types of data we process about you. Please click on the following link to view our Privacy Policy: <https://www.ageuk.org.uk/lewishamandsouthwark/privacy-policy/>

About Age UK Lewisham & Southwark

Age UK Lewisham and Southwark (AUKLS) is a charity registered with the Charity Commission (296862) and a company limited by guarantee registered in England and Wales (02118525). Age UK Lewisham and Southwark has been working in the boroughs of Lewisham and Southwark for over 40 years and is a leading provider of services to older people in South East London.

Our Purpose and Vision:

To improve the lives of older people in the London Boroughs of Lewisham and Southwark, working towards a future in which older people are valued, safe and empowered to make choices about their lives

Our Mission:

Age UK Lewisham and Southwark aims to empower and enable older people to lead fulfilled lives by:

- Providing services and support that address poverty and isolation
- Protecting the human rights of local older people
- Promoting health and wellbeing
- Connecting older people with their communities
- Working positively with partners across all sectors

Our Values:

Our work is shaped by our values:

- We recognise older people as individuals with diverse talents and needs
- We are fair and equal as service provider, employer and partner
- We are opposed to ageism in all forms
- We are collaborative in our approach to work
- We are a dynamic, credible, trusted and sustainable organisation

Our Strategic Aims:

Our overall aims and values are reflected in our current strategic aims:

- To deliver services that people want
- To proactively respond to local need
- To maintain and increase the resilience of AUKLS

How to apply

To apply please complete and submit our application form.

Applications in alternative written formats or audio recordings from applicants, who for reasons of disability, may find it difficult to fill in our standard application form, will be accepted. If such an application is made the following information must also be provided:

- Personal details – Forename, surname and title; Contact details – full address, including post code, phone number, email address
- Education and qualifications
- Employment history, including the names and contact details of two referees
- Declaration that they have the right to work in the UK and if applicable any restrictions on their right to work in the UK.
- Declaration that the information provided is correct

Please ensure that your supporting statement demonstrates how your experience, skills and abilities meet the selection criteria set out in the Person Specification. Please also ensure you complete the equal opportunities monitoring form and Criminal Record declaration.

Applications should be returned to us by **9am on 27th September**. Applications received after that time will not normally be considered for shortlisting. Completed electronic applications must be sent to:

recruitment@ageuklands.org.uk

ensuring you clearly identify the post you are applying for. Applications sent by post should be marked confidential and for the attention of:

**Human Resources - Recruitment
Age UK Lewisham & Southwark
Stones End Centre
11 Scovell Road
London
SE1 1QQ**

Due to the high volume of applications received, we regret, we shall not be able to contact applicants who are not shortlisted for interview.

Interview Process

Interviews will take place during the **week commencing 4 October 2021**.

If you are successful we will contact you as soon as possible after the closing date to let you know what the interview process will entail.

Job Description

POST:	Fundraiser
RESPONSIBLE TO:	CEO
SALARY:	£30-35,000 pa, depending on skills and experience
HOURS:	35 hours per week

BACKGROUND: This is an exciting opportunity to help Age UK Lewisham and Southwark to expand and develop its work, including by generating more unrestricted income that we can use to meet the needs of older people in our boroughs, including many who have been affected by the pandemic and the associated lockdowns.

Age UK Lewisham and Southwark (AUKLS) is a dynamic, local, independent charity that exists to improve the lives of older people in Lewisham and Southwark. AUKLS enjoys an open and participative working environment. We work to our core values which include being fair and equal as a service provider, employer and partner. Teamwork, collective responsibility and delegated authority are central to this process. A key element of all roles is to develop and maintain the organisation's working ethos and culture.

AUKLS strives to provide a supportive working environment for all staff and volunteers ensuring that they can develop personally and professionally and acquire new skills. The contribution made by staff and volunteers in achieving the organisation's goals is recognised by all.

PURPOSE OF JOB:

To manage and develop the fundraising activities of AUKLS, including building relationships with local companies and developing local fundraising activities, as well as working alongside the AUKLS Leadership Team to support the submission of strong bids to trusts and other funders.

KEY TASKS AND RESPONSIBILITIES

1. To oversee a programme of fundraising activities to help sustain and grow our range of activities that support older people in Lewisham and Southwark
2. To lead on the development and delivery of fundraising (and other non-financial engagement) with local businesses
3. To lead on the development and delivery of community fundraising ('local giving') activities
4. To develop and deliver a local campaign to increase legacy giving to AUKLS
5. To work with AUKLS colleagues to ensure the development and delivery of strong and timely grant/contract applications
6. To develop and deliver a marketing programme to promote the work of AUKLS to local people and potential funders/donors
7. To undertake research into potential donors and potential fundraising activities
8. To develop and maintain an accurate and up to date information resource including the demography of our boroughs and the impact of our work
9. To work with colleagues to help them understand and demonstrate the impact of their work
10. To be computer literate and administratively self-supporting
11. To keep accurate records and perform other administrative duties as appropriate, including maintaining an up to date diary and work schedule

ORGANISATIONAL RESPONSIBILITIES

- Provide a supportive working environment to all staff and volunteers
- Contribute to the overall achievement of AUKLS mission and objectives
- Ensure the values of AUKLS are upheld across the organisation
- Actively support AUKLS in carrying out its aim to be an environmentally responsible organisation in carrying out day to day duties
- Meet legislative and regulatory requirements
- To participate in networking activity at local and national level, by agreement with the CEO
- Attend staff and team meetings as requested
- Undertake any other relevant duties as determined by the CEO or your Line Managers
- Promotion of a Supportive Working Environment: -
 - A supportive working environment can be defined as an environment where contribution is recognised, encouraged and rewarded. Staff and volunteers alike expect to be encouraged to develop personally and professionally and to acquire new skills at a pace that is suitable for them. All staff and volunteers must promote this environment as part of their roles and responsibilities.

This job description does not provide an exhaustive list of tasks and activities as all posts within the organisation are subject to evolution as the organisation develops and grows.

Person Specification

The successful applicant must be able to demonstrate empathy for our service users and be committed to the promotion of a supportive working environment. All posts within the organisation are subject to change as the organisation grows and develops. Staff must be able to adapt to change and flexibility is a key attribute required of all Age UK Lewisham and Southwark employees.

Competency	Specification
Essential Personal Qualities	<ol style="list-style-type: none"> 1. Friendly, polite and patient 2. Flexible and open to change 3. Committed to the core aims and values of the organisation, including: <ul style="list-style-type: none"> • Working as part of a highly diverse staff and volunteer work force • Putting service users at the heart of our work • Being positive and proactive in difficult situations 4. Drive, energy and enthusiasm
Essential Knowledge and Experience	<ol style="list-style-type: none"> 5. Experience of a range of fundraising techniques and practices 6. Track record of successful fundraising 7. Understanding of the needs of and issues affecting older people and their carers 8. Ability to undertake research
Desirable Knowledge and Experience	<ol style="list-style-type: none"> 9. Experience of securing funding from businesses 10. Experience of securing funding via local giving activities (that may include events, crowd-funding or other local fundraising practices) 11. Understanding of the challenges that local charities face 12. Good understanding of person-centred and strengths-based approaches in working with older people 13. Good project management skills
Essential Skills and Abilities	<ol style="list-style-type: none"> 14. Excellent interpersonal skills, including: <ul style="list-style-type: none"> • Strong persuasion and influencing skills, both in writing and face-to-face • Ability to listen and communicate well, including with people from all backgrounds • Ability to work with professionals from other services and partner organisations • Ability to work collaboratively as part of a team 15. Ability to use initiative appropriately 16. Ability to innovate and deliver new programmes 17. Excellent organisational and administrative skills, including: <ul style="list-style-type: none"> • Project, resources and time management • IT use, literacy and numeracy • Strong attention to detail 18. Ability to learn rapidly 19. Ability to travel within Southwark and Lewisham