

AGE UK WALTHAM FOREST

JOB DESCRIPTION

TITLE:	Community Fundraising Support
HOURS:	14 hours per week (Flexible, to be agreed with the successful candidate)
RESPONSIBLE TO:	Community Fundraising Manager
SALARY:	£14.80 per hour
BASED AT:	Waltham Forest Resource Hub North, 58 Hall Lane E4 8EU and borough-wide locations

Overall Purpose of Job:

Age UK Waltham Forest is a growing organisation with a team of committed staff and over 300 volunteers. We aim to improve the quality of life for older people and run a wide range of services, projects, and activities across the borough.

The overall purpose of the Community Fundraising Support role is to assist with the planning, delivery, and development of community-based fundraising activities. The postholder will work closely with local residents, groups, and partners to increase community income, raise awareness of our work, organise events, and ensure high-quality supporter engagement across Waltham Forest.

Main Tasks and Activities

1. Support a borough-wide programme of community fundraising activities, including events, supporter-led activities, local campaigns, and outreach.
2. Assist in planning, preparing, and delivering fundraising events (eg quiz nights; Christmas Markets etc), ensuring smooth organisation and excellent supporter experience.
3. Create engaging social media content to promote campaigns, events, and supporter stories, in line with Age UK Waltham Forest's communications approach.
4. Build positive relationships with local supporters, schools, faith groups, and community organisations, offering guidance and resources for their fundraising activities.
5. Represent Age UK Waltham Forest at community events, promotional activities, and meetings, including occasional evenings and weekends.
6. Assist in identifying new community fundraising opportunities across the borough, including partnerships, events, retail opportunities, and supporter engagement.
7. Maintain and manage selling resources, including knitted and handmade items sold at the hub, store, and stalls, and identify new opportunities to increase sales.
8. Liaise with the Age UK WF store, including sorting and organising donations dropped off at the hub.
9. Support fundraising compliance by following Age UK Waltham Forest policies, GDPR requirements, and relevant fundraising regulations.

10. Support volunteer involvement in community fundraising activities, working collaboratively with colleagues across the organisation.
11. Contribute to Age UK Waltham Forest's culture of collaboration, ensuring all community fundraising activity aligns with the needs and aspirations of older adults in the borough.

Notes:

As an employee you are expected to:

- Understand and follow Age UK Waltham Forest's policies and practices including diversity, equal opportunities, confidentiality, health and safety and carbon footprint reduction in all aspects of your work.
- Undertake mandatory training and be responsible for your personal and professional development in liaison with the Community Fundraising Manager.

The post may involve occasional evening or weekend work for which time off in lieu will be given.

This job description reflects the requirements of the post at the time of writing. These requirements may change over time, and the job description may need to be reviewed.

Person Specification

Qualifications, experience and knowledge

- Experience in community fundraising, events, or community engagement (Essential)
- Experience of maintaining records, reports, or income tracking (Essential)
- Experience working with volunteers or community groups (Essential)
- Experience using social media for campaigns or engagement (Desirable)
- Experience in retail, stock management, or small-scale selling (Desirable)
- Experience taking photographs for promotional use (Desirable)
- Understanding of fundraising regulations and GDPR (Desirable)
- Competence in using IT systems, databases, and software applications (Essential)
- Understanding of confidentiality requirements (Essential)
- Local knowledge of Waltham Forest communities (Desirable)
- Driving license and access to car (Desirable)

Skills and abilities

- Good written and verbal communication skills (Essential)
- Strong organisational and administrative skills (Essential)
- Ability to prioritise workload and work independently (Essential)
- Good interpersonal skills and ability to build relationships (Essential)
- Ability to represent the organisation professionally in the community (Essential)
- Ability to take clear photographs at events (Desirable)
- Ability to identify fundraising and sales opportunities (Essential)
- Ability to use social media confidently (Desireable)
- Creativity in developing fundraising ideas and promotional content (Desirable)
- Willingness to work flexibly, including evenings/weekends (Essential)
- Methodical, well-organised, and able to manage multiple tasks (Essential)

Equal Opportunities

- Understanding of diversity and commitment to equal opportunities (Essential)
- Ability to address equalities issues appropriately (Essential)

Personal Effectiveness

- Demonstrates integrity, reliability, and accountability (Essential)
- A willingness to undergo a DBS check (Essential)
- Positive, friendly, and approachable manner (Essential)
- Commitment to supporting older adults and the mission of Age UK Waltham Forest (Essential)