



Safe Families



home
for good

FUNDRAISING ASSISTANT

INFORMATION PACK

APPLICATION DEADLINE

Friday 12 July

**NO
ONE
SHOULD
FEEL
ALONE**

Safe Families for Children is a Registered Charity in England and Wales No. 1150405 and Registered Charity in Scotland No. SC048207 and Company Limited by Guarantee Registered in England and Wales No. 08134971. The Registered Office is 4 Diamond Court, Kingston Park, Newcastle upon Tyne, NE3 2EN.

INTRODUCTION

Thank you for your interest in the Fundraising Assistant post. This information pack outlines the role and provides information about Safe Families and Home for Good and includes:

- An introduction to Safe Families and Home for Good
- Job description
- Person specification
- Essential employment information



Home for Good's vision is to find a home for every child who needs one through fostering, adoption and supported lodgings for teenagers. Home for Good works with the Church to inspire and support individuals and families to respond to the needs of children and young people in care, and particularly those who wait the longest for the right home.



Safe Families

Safe Families vision is that no one should feel alone and so Safe Families seek to create relationship and connection for children and their families so that they can thrive. Like Home for Good, Safe Families partner with the church to train and support their members to offer hope and belonging to families.

This shared vision to see children thrive by enabling the mission of the local Church has brought us together across the spectrum of need that we see impacting children and their families.

As you may have already heard, in May we announced that **Safe Families** will be merging with **Home for Good**, aiming to complete the legal merger in September.

To find out more about this please visit [Information about merging with Home for Good](#).

If you have any questions about how this may impact this role, please contact the hiring manager.



OVERVIEW OF FUNDRAISING ASSISTANT

This exciting and dynamic role is part of a growing fundraising team working on both Safe Families and Home for Good brands, developing our financial sustainability through fundraising, in a way that matches our values, is a key part of our strategy.

The Fundraising Assistant will work closely alongside the Development Managers and the Head of Fundraising, to deliver the fundraising strategy, and to develop and deliver fundraising streams in line with the strategy and the Safe Families and Home for Good values.

This role is focussed on the financial supporter journey, reporting and organising information which helps us to understand where our fundraising is coming from and helping everyone across the wider team feel informed about the difference fundraising is making.

You'll need to be personable with a passion for people, you'll love to help organise information, to create clarity through good administration and you'll be excited about creating new connections. You'll be able to connect the day-to-day work with a broader vision. All of which will allow us to support more families.

You would work as part of the National Core team which includes Fundraising, Communications and Advocacy.



EMPLOYMENT INFORMATION

JOB TITLE

Fundraising Assistant

LOCATION

Flexible but based at one of our regional offices: (Birmingham, Cardiff, Carrickfergus, Darlington, Dudley, Edinburgh, Leicester, Lincoln, London, Manchester, Newcastle, Nottingham, Skelmersdale, Southampton, Swindon). Flexible remote working is available for some hours a week.

CONTRACT TYPE

This is a permanent contract. Subject to continued partnership funding.

HOURS OF WORK

Full time or part time considered (37 hours 30 minutes)

START DATE

September 2024

REPORTS TO

Development Manager

SALARY

£ 23,640.00 - £ 25,742.00(+£3,000 for London Weighting). Dependent on skills and experience.

HOLIDAY ENTITLEMENT

33 days (pro rata, inclusive of bank holidays). All staff receive an additional day of leave on their birthday.

EMPLOYEE BENEFITS

After three months, automatic enrolment into a generous salary sacrifice pension scheme with Aegon Retirement Choices, YuLife (Life insurance) and access to the employee assistance programme.

PERIOD OF NOTICE

One month's notice by either party, following a successful probation period.

ROLE RESPONSIBILITIES

SUPPORTER JOURNEY

1. Work with the Development Manager to create and deliver a supporter journey for our financial supporters – including writing Christmas cards and donorversary cards, making thank you calls and thank you emails.
2. Updating giver information on our database to ensure its up to date and everyone gets what they need.
3. Administration of business supporters, making sure we are keeping them up to date with how we are using their money and what difference its making.

REPORTING

4. Working with the finance team to categorise donations so we know how to respond and how they fit with the budget.
5. Analyse and report on performance of fundraising campaigns.
6. Writing a quarterly fundraising report for all staff to encourage them around what is happening.
7. Keep the monthly giving metrics up to date, spotting trends and patterns and sharing these with the team.

GRANTS

8. Helping to deliver our small grants programme.
9. Support our grant funders. Sending thank you notes and simple reports.
10. Working with our Development Manager you will do some simple grant writing and grant research.

OTHER AREAS

11. Take part in team meetings, prayer and devotions.
12. Taking an active role in fundraising for the work of Safe Families & Home for Good. This includes, but is not exclusive to, engaging in finding monthly Financial Supporters, participating in sponsored events and helping Safe Families & Home for Good connect with local businesses.
13. To carry out any other reasonable tasks and activities appropriate to this post as directed by the Development Managers or Head of Communications and Fundraising.

PERSON SPECIFICATION

ESSENTIAL CHARACTERISTICS

1. Passion for the vision of Safe Families & Home for Good.
2. Approachable and encouraging.
3. Proactive in reaching out to people.
4. An excellent eye for, and commitment to, detail.
5. Excellent organisational and time management skills.
6. Creative and a good idea generator.
7. A basic understanding of the UK church and charitable sector.

ESSENTIAL SKILLS AND ABILITIES

8. Use of excel and databases.
9. Basic copywriting.
10. Attention to detail.
11. Ability to manage a varied workload.

DESIRABLE EXPERIENCES, SKILLS, KNOWLEDGE AND QUALIFICATIONS

12. Using data and updating reports
13. Working in a problem solving environment
14. Working collaboratively with multifunctional teams

FURTHER NOTES

EQUALITY

We actively encourage applications from Black, Asian and minority ethnic background candidates.

SAFEGUARDING

Completion of the recruitment process will involve the candidate being screened through an Enhanced DBS check. A criminal record will not necessarily be a bar to obtaining a position. A copy of our Rehabilitation of Offenders policy statement is available on request from recruitment@safefamilies.uk

If applying for a role in Northern Ireland, the application to AccessNI is governed by the AccessNI Code of practice which can be found [here](#).

APPLICATIONS

To apply please complete the application form via our website prior to the closing date - Friday 12 July.

safefamilies.uk/vacancies

If you would like to discuss this role further please contact Matt Jones
mattjones@safefamilies.uk
07891718565
or email recruitment@safefamilies.uk

APPLY NOW

