



**Islamic Relief Worldwide  
Islamic Relief UK (IRUK)**

**Junior Fundraising Officer**

<b>BASE LOCATION:</b>	Scotland – Glasgow North West – Manchester North East – Bradford East Midlands – Leicester West Midlands – Birmingham London and South – East London
<b>REPORTING TO:</b>	Regional Community Fundraising Manager
<b>LINE MANAGEMENT RESPONSIBILITIES:</b>	None
<b>ISLAMIC RELIEF:</b>	<p><i>Islamic Relief is an international relief and development agency striving to alleviate poverty and suffering around the world regardless of colour, race or religion. Established in 1984 in response to the widespread famine in Africa, Islamic Relief has grown to be a key, well known and respected aid agency in disaster relief and the ongoing development of people in over 25 countries. It specialises in Education &amp; Training, Health and Nutrition, Water &amp; Sanitation, Income Generation, Orphans' Support, Emergency Relief and Disaster Preparedness. Islamic Relief is a member of the Disasters Emergency Committee (DEC) and is an implementing partner for FCDO, ECHO, the World Food Programme and UNHCR.</i></p>
<b>PURPOSE OF DIVISION (IRUK)</b>	<p>Islamic Relief UK (IRUK) is a Strategic Business Unit (SBU) that is part of Islamic Relief Worldwide. IRUK's focus is strengthening effective funding, mobilising for change through advocacy and awareness-raising, and strengthening programme development and delivery. IRUK works with various partners and institutions, from governments, non-governmental organisations and local authorities to grassroots communities.</p>
<b>PURPOSE OF DEPARTMENT (FUNDRAISING):</b>	<p>To develop and implement strategies to increase the funding income of Islamic Relief through a range of fundraising initiatives and through acquisition and retention of supporters.</p>



### **JOB PURPOSE:**

- To support the regional fundraising team during peak campaign times campaign periods such as Ramadan
- To undertake the responsibility of regional fundraising initiatives including events, collections, activities and mini-campaigns
- To follow daily tasks set by the line manager to support and fulfil the teams work plan

### **Organisational structure of Islamic Relief Worldwide**



### **KEY WORKING RELATIONSHIPS**

- Regional Community Fundraising Manager
- Community Fundraising Officers
- Volunteers
- National Community Fundraising Support Officer
- Shop Staff
- Supporter Relations Unit

### **SCOPE AND AUTHORITY**

#### **Scope of the Role:**

- To work on the assigned projects, events and initiatives playing a key role in all regional fundraising activities throughout the duration of the post
- Recruit, coordinate and supervise volunteers and volunteer activity in the pre-Ramadan and Ramadan campaign periods
- Take a proactive approach in ensuring the effective delivery of fundraising activities locally
- Supporting the Regional Fundraising Manager and Officers to fulfil plans, meet deadlines and targets



### Responsibility for Resources:

- Merchandise and stock
- Fundraising resources (i.e. PDQ machines)
- Use of company handset, assets and vehicle if applicable

### KEY ACCOUNTABILITIES

*The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The following are the main responsibilities that the role holder will be accountable for:*

#### **1. To support the team through a range of fundraising initiatives •**

Coordinating events and event participation in consultation with line manager.

- Represent the organisation at Islamic Relief and non-Islamic Relief events.
- Ensure that appropriate materials and equipment are available for events, activities and collections
- Loading, delivering and returning materials and equipment to and from functions.
- Maintaining supplies of fundraising/promotional materials at all times.

#### **2. Ensure volunteers are utilised accordingly**

- Maintaining contact with volunteers and arranging volunteers to help with various fundraising activities including events, mosque and street collections, leafleting etc.
- Oversee aspects of work where volunteers are involved.
- Assist in the recruitment and training of new community fundraising volunteers.

#### **3. Assist with co-ordination of campaign activities**

- To assist with the planning and delivery of all fundraising events and activities within region.
- To take a lead on keeping regional social media accounts (i.e. Facebook and Instagram) up to date. • To ensure that all funds and pledges are collected, stored safely, and acted upon.
- To undertake any follow up actions which are required by IRUK or third parties after fundraising has taken place. • To contact local organisations for fundraising collections when required.
- Ensuring that the shops is informed about campaigns/ activities and receives relevant materials.

#### **4. Fulfil relevant administration duties •**

Process collections using Donation Station.



- Ensuring that all funds are banked in a timely manner and in accordance with the cash handling policy. • Producing and dispatching receipts and certificates to donors.
- Maintain communication and follow up with relevant stakeholders (donors, supporters and volunteers etc)

### **General Duties of Islamic Relief staff Member**

- Contribute to the effective and efficient running of Islamic Relief as appropriate.
- Participate, as appropriate, in Staff forums and Meetings.
- Adhere to Islamic Relief's Policies and Procedures.
- Represent Islamic Relief to the wider community as appropriate.
- Treat all colleagues, volunteers and members of the public with dignity and work within and adhere to Islamic Relief's equal opportunities statement and policies.
- Ensure professionalism and credibility at all times.

### **Other**

- Undertake any other task as deemed appropriate by the line manager in improving the efficiency and performance of Islamic Relief.

## **PERSON SPECIFICATION**

It is essential that the post holder shows a good understanding and sympathy with Islamic values and principles as well as commitment to Islamic Relief Worldwide vision, mission and core values.

### **Experience:**

- Experience of working in a similar role or similar customer focused environment
- Demonstrates experience of, and commitment to, delivering an effective service in support of the organisation's aims and objectives
- Proven experience of successfully working under pressure, with multiple demands and in a busy environment

### **Knowledge, Skills and Attributes:**

- Knowledge and understanding of the local region and community
- Well-developed ability to organise events/activities, to agreed deadlines often with conflicting priorities
- Ability to work well with others as part of a team, providing support as required, and build and maintain effective working relationships



- High standard of numeracy skills in accurately entering and recording financial data and other general calculations and working within defined procedures and regulations
- Good communication skills – speaking, presenting, writing and listening
- Ability to represent Islamic Relief in a wide range of situations
- The ability to work accurately under pressure and pay attention to detail.
- Ability to deal with confidential information sensitively and appropriately
- Ability to work proactively and flexibly within a dynamic and fast paced environment
- Familiarity with social media platforms i.e. Facebook, Twitter, Instagram and Snapchat
- Knowledge and understanding of the local region and community
- Reliable
- Strong motivation and empathy towards the aims and objectives of the organisation.

Other Essential requirements:

- To operate within Charity Law and the General Data Protection legislation and adhere to the Fundraising Regulator's Codes of Practice.
- Willingness to work flexibly in approach to work and to travel and work outside normal office hours (including unsocial hours and weekends)
- Current and full UK driving licence