



COMMUNITY FUNDRAISING OFFICER

Recruitment Information Pack

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ABOUT ISLAMIC RELIEF WORLDWIDE



Islamic Relief is a faith based humanitarian aid and development agency working to save and transform the lives of some of the world's most vulnerable people.

Established in the UK in 1984, we work in over 40 countries, assist people of all faiths according to need and do not discriminate in any way. Close to the communities we serve, we work hard to understand their culture and needs and gain their trust. Our proximity means we can often respond swiftly to emergencies and work in areas that other organisations cannot access.

Our humanitarian and development projects help millions of people every year, contributing directly to the UN Sustainable Development Goals. We help communities to better protect themselves from crises and deliver lifesaving emergency aid when disaster strikes. We provide vital services such as healthcare, water and sanitation and hygiene. Our livelihoods and education projects empower people to escape poverty and build brighter futures. To maximise our impact, Islamic Relief develops the capacity of local partners to work alongside us

in delivering effective humanitarian interventions. Through global advocacy we push for positive change particularly on climate change, gender justice and forced displacement, and we develop Islamic perspectives that combine spiritual and practical insights to provide distinctive, practical approaches to the biggest challenges facing our world.

The high quality and impact of our work means we are the only Muslim charity to be awarded Core Humanitarian Standard certification. As full members of the INGO Accountability Charter our excellence in transparency, good governance and social responsibility is recognised. We are also signatories to the Red Cross Code of Conduct, which sets ethical standards for organisations involved in humanitarian work, and are firmly committed to the People in Aid code of best practice. One of the world's largest relief and development charities, to date we have helped over 120 million vulnerable people worldwide.

Learn more about our work and impact in our [Annual Reports](#)

OUR GLOBAL STRATEGY

Our global strategy aligns life-saving and life-changing programming with the push for systemic change to meet growing humanitarian needs across the globe.

Over the next 10 years, we aim to achieve three core outcomes:

1. **We will save lives and reduce vulnerability to humanitarian crises.**
2. **We will empower communities to tackle poverty and vulnerability.**
3. **We will advocate for change to the system to eliminate the global and local root causes of inequality.**

Our core humanitarian and development programme areas will continue responding to humanitarian crises with life-saving assistance, tackling food security and nutrition, and building sustainable livelihoods, health and education.

We will continue to work with our humanitarian partners across the world towards achieving the Sustainable Development Goals.

More details on our strategy can be found here: [**Global Strategy 2023-2033**](#)



OUR VISION

Inspired by our Islamic faith and guided by our values, we envisage a world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.

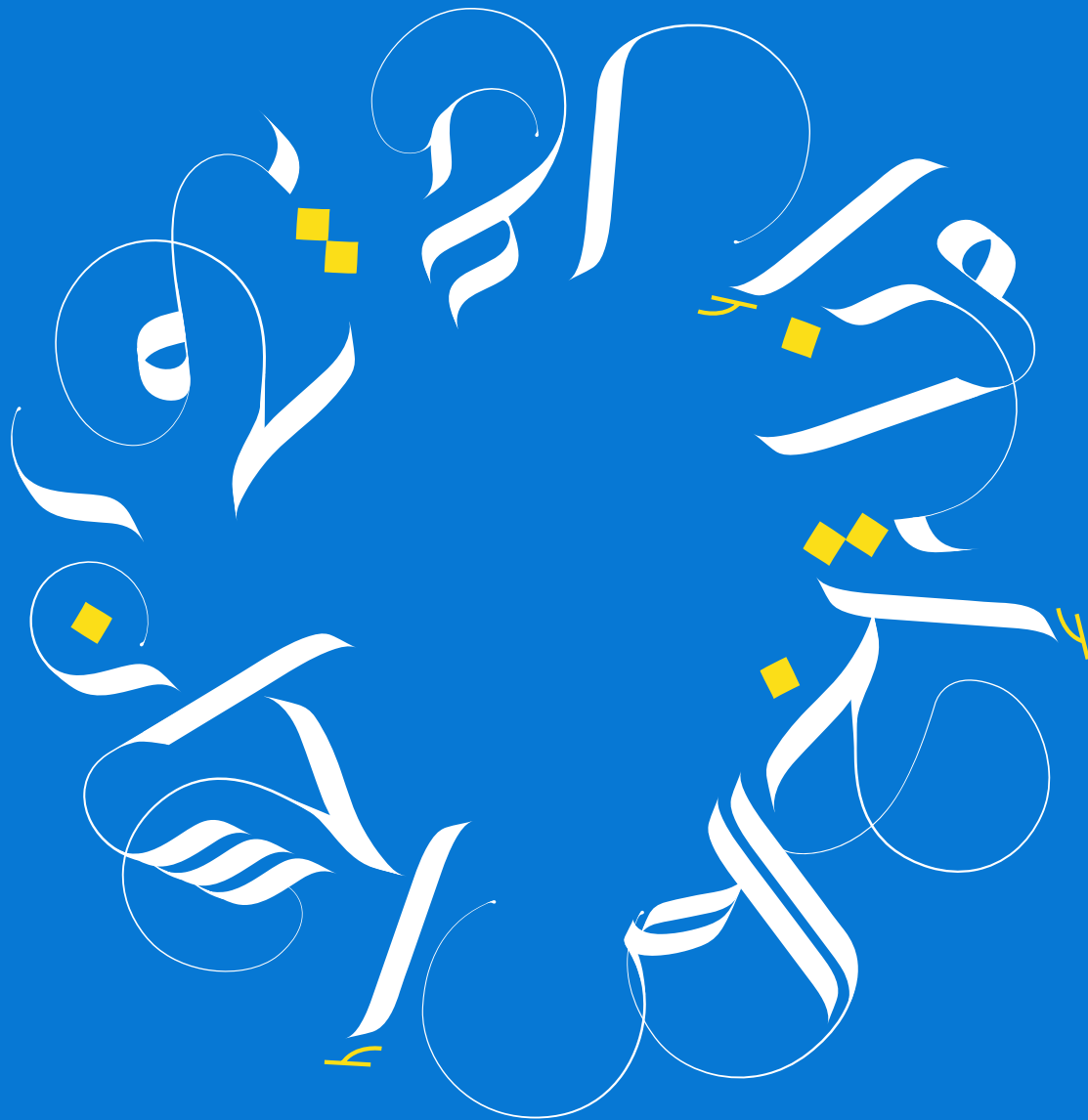
OUR MISSION

Exemplifying our Islamic values, we will mobilise resources, build partnerships and develop local capacity as we work to:

- Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.
- Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.
- Support the marginalised and vulnerable to voice their needs and address root causes of poverty.



OUR VALUES



We remain guided by the timeless values and teachings of the Qur'an and the prophetic example (Sunnah), most specifically:

- **Sincerity (Ikhlas)** – In responding to poverty and suffering, our efforts are driven by sincerity to God and the need to fulfil our obligations to humanity.
- **Excellence (Ihsan)** – Our actions in tackling poverty are marked by striving for excellence in our operations and the conduct through which we help the deserving people we serve.
- **Compassion (Rahma)** – We believe the protection and well-being of every life is of paramount importance and we shall join with other humanitarian actors to act as one in responding to suffering brought on by disasters, poverty and injustice.
- **Social Justice (Adl)** – Our work is founded on enabling people and institutions to fulfil the rights of the poor and vulnerable. We work to empower the dispossessed towards realising their God-given human potential and develop their capabilities and resources.
- **Custodianship (Amana)** – We uphold our duty of custodianship over Earth and its resources, and the trust people place in us as a humanitarian and development practitioner to be transparent and accountable.

THE ROLE

COMMUNITY FUNDRAISING OFFICER

JOB DESCRIPTION

Base location: Regional Office
Reporting to: Regional Community Fundraising Manager
Line management responsibilities: Volunteers

JOB PURPOSE:

To support the Regional Community Fundraising Manager in fulfilling the organisational objectives of developing and optimising on community fundraising and volunteer initiatives

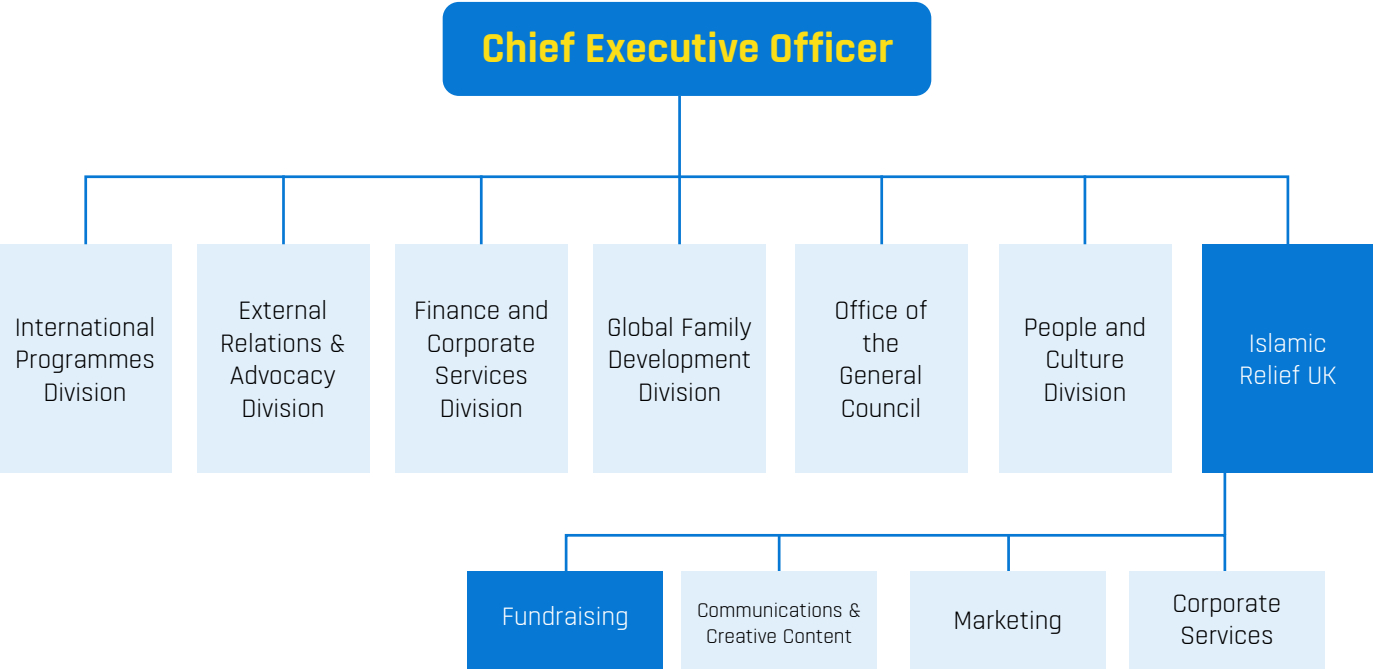
PURPOSE OF DIVISION:

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, nongovernmental organisations and local authorities to grassroots communities.

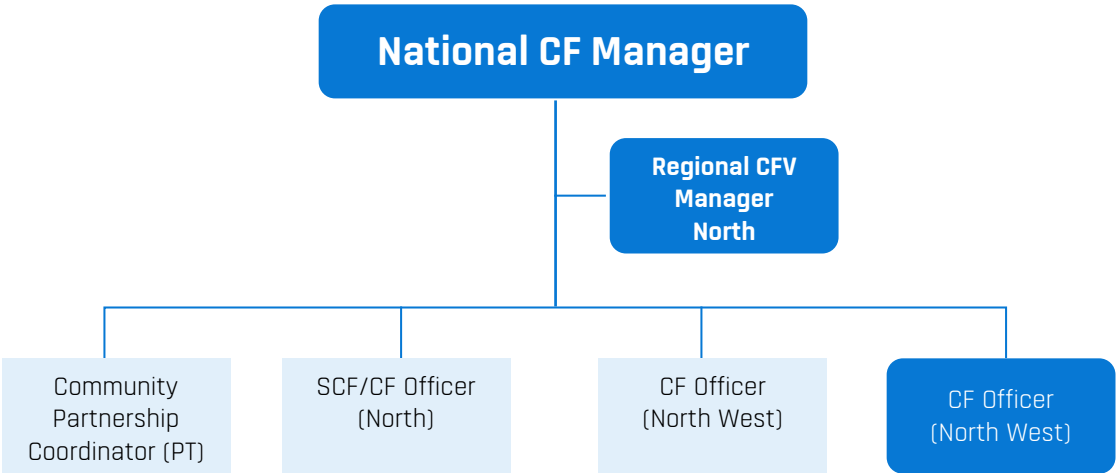
PURPOSE OF DEPARTMENT:

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 volunteers and supporters.

STRUCTURE OF ISLAMIC RELIEF WORLDWIDE



DEPARTMENT STRUCTURE - FUNDRAISING



KEY WORKING RELATIONSHIPS

- Working with the National Community Fundraising Team and wider Fundraising Department.
- Work with new and existing local support groups and individuals. Work with the local Islamic Relief volunteer teams to motivate and influence new and potential local support groups.
- Work with external suppliers and other functions of Islamic Relief including Communications, Marketing and Corporate Services Departments.

RESPONSIBILITIES FOR RESOURCES:

- Responsible for resources assigned to the regional Community Fundraising team that assist with the activities and work of Islamic Relief, including company vehicle, fundraising materials, merchandising items, mobile handset, PDQ machines, Goodbox terminals etc

SCOPE OF THE ROLE:

- Recruit, co-ordinate and supervise volunteers and volunteer groups within the assigned region/area
- Take a volunteer-led approach in ensuring the effective delivery of fundraising activities locally and representing
- the organisation at fundraising and other events
- Dealing with related logistical issues and ensuring that materials and equipment are available.



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:

DEVELOP STRONG DONOR RELATIONSHIPS WITH STAKEHOLDERS IN THE REGION

- Maintain existing donor relationships and partnerships with a focus on an allocated area within the region
- Explore and develop new relationships and partnerships with the goal of widening the community outreach
- and increasing the number of new donors to Islamic Relief
- Manage the stakeholder relationships by holding regular meetings, providing feedback on donations and
- exploring what Islamic Relief can offer them
- Meet fundraising targets and ensure return on investment is met with individuals and/or networks we
- partner with
- Formalise partnerships with individuals and networks by following the necessary protocols i.e. establishing
- a Memorandum of Understanding or contracts
- Provide fundraising support to stakeholders working with Islamic Relief

DEVELOP STRONG VOLUNTEER NETWORKS ACROSS THE REGION

- Ensure volunteers are recruited to support Islamic Relief activities
- Ensure all volunteers working with Islamic Relief in your area are properly registered, inducted, trained
- and developed
- Maintain and update a volunteer database for your area
- Oversee aspects of work where volunteers are involved

SUPPORT THE FUNDRAISING UNIT IN THE ORGANISATION OF EVENTS AND ACTIVITIES

- Lead volunteers in managing events locally or event participation in consultation with line manager
- Represent the organisation at IR and non-IR events
- Ensure that appropriate materials and equipment are available for events
- Loading, delivering and returning materials and equipment to and from functions
- Maintaining supplies of fundraising/promotional materials at all times

Assist with Fundraising/Campaigns co-ordination

- To assist with fundraising at all local activities within region
- To ensure that all funds and pledges are collected, stored safely, and acted upon promptly
- To undertake any follow up actions which are required by IRUK or third parties after fundraising has
- taken place
- To contact local organisations, businesses, schools and

mosques for fundraising and collections when

- required
- To arrange leaflet distributions in liaison with volunteers
- Ensuring that all shops in the region are informed about campaigns/activities and receive relevant
- materials including posters and leaflets

FULFIL RELEVANT ADMINISTRATION DUTIES

- Process collections using Donation Station within one week of collecting funds
- Ensuring that all funds are banked as a matter of priority
- Dealing with any banking queries when necessary
- Producing and dispatching receipts, certificates and reports to donors

COMMUNICATE RELATED INFORMATION

- Respond to fundraising and other enquiries in relation to regional activities
- Communicate performance and provide regular updates to Line Manager
- Utilise all regional and personal social media platforms to promote Islamic Relief messaging,
- campaigns, activities and appeals
- Any other task as deemed appropriate by line manager in improving the efficiency and performance of
- Islamic Relief.

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
- Any other task as deemed appropriate by manager within the scope of the role

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and empathy with the Islamic Relief values and principles as well as commitment to IRW's vision and mission.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

- Knowledge and understanding of the local region and community
- To prioritise and work well under the pressure of a busy environment
- To take a collaborate approach with a strong sense of teamwork and willingness to work with colleagues cross
- organisationally in support of wider objectives
- Well-developed interpersonal skills, with the ability to communicate effectively both verbally and in writing as
- well as build relationships with people of all backgrounds, levels and settings
- Excellent presentation skills
- Strong motivation and empathy towards the aims and objectives of the organisation
- Proven ability to work on own initiative and to tight deadlines, prioritising a variety of important and urgent,
- but diverse tasks
- Excellent administrative and organisational skills, with high standards of computer literacy including MS office
- packages.
- Numerical skills and the ability to work accurately under pressure and pay attention to detail
- Ability to prioritise and plan work, set and achieve deadlines, establish and maintain monitoring systems etc.
- Ability to represent Islamic Relief in a wide range of situations
- Good understanding of international development and humanitarian work
- Good understanding of the Fundraising sector, standards, practises and frameworks.

EXPERIENCE:

- Experience in establishing and developing relationships with key stakeholders
- Experience in project coordination i.e. events and campaigns
- Experience of organising and supervising events
- Experience of recruiting, managing and developing volunteers
- Experience in motivating and managing volunteers
- Experience in professional fundraising
- Full UK Driving license

DESIRABLE QUALITIES:

- Have a flexible approach to work
- Willingness to travel nationally and internationally, and at short notice

HOW TO APPLY:

To apply for this role, please complete our online application process

PRE-APPOINTMENT CHECKS:

Any appointment will be subject to the following checks:

- Proof of eligibility to live and work within the UK
- Enhanced screening clearance.
- Receipt of satisfactory references including the Inter-Agency Misconduct Scheme Reference where applicable.
- Disclosure and Barring Service (DBS) check.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

IRW is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom IRW engages. IRW expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.