

## Community Fundraising Executive

### About Momentum Children's Charity

We support families across London, Surrey and Sussex whose children are facing cancer or a life-challenging condition. We're there whatever the outcome, for as long as needed, so that no family has to cope alone.

The charity was founded 19 years ago by our now Chief Executive and has grown enormously over that time. We currently have partnerships with 10 hospitals who refer families to us for our support, which ranges from therapies and counselling, to respite holidays and special family experiences.

We're on a mission to help many more families with seriously ill children to know that they are not alone, and we'll need brilliant and talented people to share our ambition and make it happen.

### Our values

We strive to create an amazing workplace for all, one where every single employee feels valued, heard, inspired and supported. As part of this, we have five core values which not only help to set the framework for the work we do supporting families, but also paves the way for how we work as a team.

#### **We are personal**

We know that every employee's home life is different and that for everyone, a work/life balance is key, which is why we'll work with you to find the hours and days that fit with you. We celebrate individualism, welcome ideas and will support every employee with any training they might need to grow and build confidence in their role.

#### **We are impactful**

Our whole team shares a passion to make a difference. We all work closely together, which means every employee can see firsthand the difference we make - week in, week out - making it an inspiring and rewarding place to be. What's more, through collaborative working and a multi-disciplinary approach to mapping out our strategy and looking ahead, we can all play a part in helping drive the charity forward in the way that will be most impactful.

#### **We are adaptable**

We may be a relatively small charity, but we have big ambition and pride ourselves on being an adaptable workforce. Thanks to our small and responsive team, we can quickly learn from our successes and failures, making changes that are needed to evolve and ultimately help us reach new, ambitious goals. We're not afraid to try new ideas, from any one on the team who might have one, and we're committed to thinking outside of the box. So, whether you have a great idea for a new service or think there's a better way to run team meetings, we are all ears.

#### **We are trustworthy**

Being approachable, open and honest is hugely important to us and allows us to build strong relationships with our families, supporters and volunteers, to help us build a strong and committed team together. We're transparent about the work we do and how we spend our funds, and always do what we say we will, helping each other out along the way.

#### **We are inclusive**

We apply our policy of inclusivity, equality and diversity across all aspects of our work. We believe that a diverse mix of backgrounds and experiences helps to create a productive work environment by bringing a variety of perspectives and ideas to the table, and we're dedicated to providing equality of opportunity in recruitment, promotion, training, pay and benefits.

We recognise that we're a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities in order to improve the service we provide to the children and families we support.

We're not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don't think you meet the skills criteria listed in our job descriptions, we'd still like to hear from you.

### Safeguarding

Safeguarding children is everyone's responsibility.

All children and young people linked with Momentum Children's Charity, wherever they are, whoever they are with, whatever they are doing, have the right to protection from neglect, physical, emotional and sexual abuse.

All members of the public, as well as professionals, have a responsibility for the protection of children and reporting concerns about a child's welfare or safety.

Momentum Children's Charity ensures statutory requirements concerning Disclosure and Barring Service checks are met, maintains an up-to-date Safeguarding policy and procedures, and provides safeguarding training to all staff and volunteers.

All Momentum Children's Charity staff and volunteers who come into contact with the children, young people and their families will:

- Be able to identify potential indicators of abuse or neglect
- Have read the Safeguarding Policy
- Know their role and responsibilities within their team
- Know how to communicate and record concerns
- Know to act upon concerns in line with the principles and procedures for local child protection management and Working Together to Safeguard Children.

Therefore, all children and young people in contact with Momentum Children's Charity will:

- Be treated with respect and afforded full civil and legal rights
- Be listened to and taken seriously, whatever their level of development or communication
- Be given time to do things for themselves, to understand and be understood
- Be involved in decisions that affect them
- Have their privacy respected at all times and in all places
- Have a right to confidentiality - all information about them will be treated carefully, be kept safe and only shared with those people who need to know.

The wellbeing of a child is the paramount consideration in all circumstances.

Any offer of employment will be subject to Disclosure & Barring Service (DBS) check prior to employment start date.

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.

## About the role

<b>Job title:</b>	Community Fundraising Executive
<b>Reports to:</b>	Director of Fundraising and Marketing
<b>Location:</b>	Hybrid - East Molesey Office, in the community and from home (fully office-based during induction period)
<b>Hours:</b>	37.5 per week
<b>Salary:</b>	Up to £33,000 - dependent on experience

Are you ready to make a meaningful impact in the lives of children and families in need? At Momentum Children's Charity, we are seeking a passionate and dedicated Community Fundraising Executives to join our dynamic team and engage with diverse communities in our catchment areas of London, Surrey and Sussex. Your role will be at the heart of our charity, leading on the development and delivery of a range of community fundraising initiatives. This area of fundraising has huge potential for development, particularly as next year we celebrate 20 years. If you thrive in a fast-paced, creative environment and are ready to embrace the challenge of a role that truly matters, we want to hear from you.

## Role overview

- Manage the charity's existing and new community fundraisers providing appropriate advice and support to individuals on a wide range of fundraising activities, ensuring fundraising advice meets the necessary legal requirements and conforms to standards of good practice.
- Provide exceptional supporter care to community fundraisers to maximise fundraising and ensure long term charity involvement.

- Pro-actively explore and develop new areas of community fundraising.
- Build relationships with community groups and local organisations to encourage their support for the charity.
- Regularly interface with donors and other relevant stakeholders by spending time in our communities.
- With the support of the Fundraising Assistant, oversee the administration linked to individual and community fundraisers, including updating the charity database with communications, sending out fundraising materials, logging funds received, monitoring online giving and sending thank you letters and certificates.
- Attend select community events acting as a charity ambassador.
- Able to work occasional evenings and weekends.
- Work in collaboration with the Volunteer Coordinator to build and develop a strong community volunteer base.
- Ensure that relevant fundraising pages of the Momentum Children's Charity website are regularly updated.
- Other reasonable requests in line with requirements of the role.

## Person specification

### Essential

- Numeracy and literacy skills
- Community fundraising experience or transferable skills.
- Successful history of meeting financial and non-financial targets
- Knowledge of donor management and customer care principles
- Self-motivated and proactive
- Strong negotiation and influencing abilities
- Outstanding verbal, written, and presentation skills
- Exceptional time management proficiency
- Proficiency in MS Office and CRM databases
- Possession of a valid UK driving license with access to a car.
- Reliable internet connection at home for effective remote working.

### Desirable

- Experience with volunteer management
- Familiarity with Institute of Fundraising codes of practice
- Knowledge of data protection regulations
- Understanding of legal and financial aspects, including lotteries and licensing
- Skilled in developing and motivating volunteers
- Good understanding of budgeting and financial management

## How to apply

We are working in collaboration with Charity People. Please email your up-to-date CV accompanied by a cover letter to [tanya@Charitypeople.co.uk](mailto:tanya@Charitypeople.co.uk) and respond to the following points. (We suggest approx. 1 - 2 pages):

1. *Why do you want to work for Momentum Children's Charity?*
2. *Why does this particular role appeal to you?*
3. *How do your skills and experience match the requirements of the role? Please refer to the person specification on the job description for guidance and give clear examples.*

Applications will be reviewed as received, and interviews will be conducted throughout the recruitment period. Due to the high volume of applications, we may not be able to provide individual responses to all applicants.

Please note that we are unable to provide sponsorship. Applicants must possess the necessary right to work eligibility in the UK.