

# Fundraising Assistant

## Reporting Lines



<b>Department</b>	Fundraising	<b>Reporting to</b>	Fundraising Manager
<b>Salary Range</b>	£9.50 per hour	<b>Version</b>	FA-JD-V1-01-2023
<b>Location</b>	London	<b>Working Hours</b>	Part-time (around 15-20 hours per week, but hours will be significantly increased during Ramadan)

## Main Job Purpose

To provide hands on administrative and operational support to Action For Humanity’s Fundraising team. The Fundraising Assistant will assist with planning, preparation, and execution of fundraising activities, including assisting with mosque tours, dinners, and other events. The post holder will work around 15-20 hours up to Ramadan, however hours will be increased significantly during Ramadan. Travel to venues across the UK will be required.

## Accountabilities

### Administrative and operational support

- To provide administrative support to the Fundraising team, including with preparing plans, letters, emails, and other documentation.
- To provide operational support to the Fundraising team, including support for charity and community events, activities, and initiatives in the run up to and during the Islamic month of Ramadan. Activities will include mosque tours and dinners.
- To work closely with and support the Fundraising team and volunteers to ensure Action For Humanity maintains a strong staffing level and presence at key events.
- To attract donations by being a proactive and willing fundraiser who portrays Action For Humanity's programmes and projects in the best light.
- Ensure any documentation such as donation forms and income logs are processed correctly
- Ensure AFH property and cash are handled responsibly at events and cash is securely processed after events
- Be willing to work extensive hours during Ramadan.
- Be able to and work in venues across the UK.

### Other

- Follow the Fundraising Code of Conduct and all AFH policies.
- Act as an ambassador for AFH.

### Be

## Our Values

### *Believe in the cause*

We believe in changing a situation from negative to lasting positive; helping those in need; saving and transforming lives for the better is what drives us.

### *Work together*

Teamwork is the backbone of our work's success.

### *Give with grit*

Being a "gritty" person means perseverance and passion for long-term goals; hence, freely giving with courage, conscientiousness, and resilience; acting with optimism, confidence, and creativity as you strive for excellence.

### *Make life better*

Ultimately, our work is to make life, in its holistic sense, better for everyone, and everything, including the environment.

## Work Environment

- 25% indoors / office based
- 75% outdoors / travel / events / work trips etc.

## Job Requirements

<b>Education</b>	<ul style="list-style-type: none"><li>• Strong language and numerical skills</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 1 year of experience of fundraising or volunteer work</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Knowledge of the Muslim Charity Sector</li><li>• Strong administration skills</li><li>• Own and drive a car (Desirable but not essential)</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>• Strong written and spoken English essential</li><li>• Other languages such as Arabic and Urdu a bonus</li></ul>