



JOB DESCRIPTION

Job title: Fundraising & Events Coordinator **Contract:** 12 months fixed term

Division: Management Committee

Reporting to: Trustees **Hours:** 40 hours per week

Purpose of Role

Planning, implementation and co-ordination of events for fundraising and promotion of AF activities, in consultation with the chair of Trustees and the Management Committee. To include the charities own events, new initiatives, as well as third party events in line with our mission, strategic plans and organisational values.

Requirements

- 40 hours a week, typically Monday and Friday including flexible weekend working (up to 30%).
- The role will involve working with young people and possible vulnerable adults, so a satisfactory enhanced disclosure from the Disclosure and Barring Service is a mandatory requirement.

Salary

- Between £18,000 up to £25,000 per annum, depending on experience

Organisational Background

The Abrahamamic Foundation was established in 2009 to serve the diverse needs of the Muslim community. It was founded by a group of scholars, teachers and other professional members from the community. The aim of the organisation is to create a center that excels in providing high quality services in education, youth work, training, new Muslim provisions, and many other bespoke community services.

We are currently situated on the Smethwick High Street. The Abrahamamic Foundation is an inclusive organisation and endeavors to serve the community regardless of colour, race or ideological orientation. The Abrahamamic Foundation does not subscribe to any political ideology or Schools of Thought. The Trustees represent different members of the Muslim community from different backgrounds and different races.

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Role Accountabilities

- Co-ordinate the planning, development and implementation of events and community fundraising to ensure the AF develops a sustainable calendar of activities and community events, maximising income
- Evaluate the viability and practicability of proposals for fundraising events proposed by either members of staff or others
- Take responsibility for implementation of events, (including off and online registrations) and deal effectively with any problems which may arise.
- Support events delivered by the Management Committee.
- Responsibility for all appropriate liaison with those raising funds, for both internal and external events, before, during and after events and for initial enquiries
- Identify and implement innovative, fresh fundraising ideas
- Co-ordinate and recruit volunteers required and liaise with outside agencies
- Monitor and report on sponsorship via online and offline methods
- Assist with the marketing of specific events, identifying new audiences whilst maintaining existing supporters and networks
- Co-ordinate fundraising packs and chair event meetings
- Budget and monitor costs for each event
- Manage stock control of event promotional items, ensure availability of items required at events, distribute and collect items for fundraisers
- Co-ordinate the promotion of events e.g. press releases and website information
- Maintain appropriate electronic and paper records
- Document events, both written and photographically
- Compile thank you letters for our supporters
- Keep up to date with new developments, legal requirements, codes of conduct and best practice within both events and the wider fundraising sector
- Work in line with the strategic and project plans and in accordance with Key Performance Indicators.

Knowledge, Skills and Abilities:

- Working knowledge of Microsoft Word, Excel, PowerPoint / Keynote and Email Systems
- Excellent communication skills and proven ability to relate to people from diverse backgrounds, as well as the drive and enthusiasm to make things happen
- Proven track record with the highest standards of customer care
- Proven track record in working successfully as part of a team.
- Experience of managing volunteers.

Special Requirements:

- Support will be required out-of-hours in locations away from the office, both during the week and at weekends, to attend events
- Clean driving licence and access to own transport

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General

- Adhere to and comply with organisational policies, procedures and guidelines at all times
- Ensure that any safeguarding concerns are identified and reported in line with AF procedures
- Take responsibility for personal health and safety and that of colleagues and visitors
- Implement Risk Management Strategies
- Comply with the charity's policy on confidentiality and the Data Protection Act
- Act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation
- Actively encourage and support service user involvement within the AF
- Develop and maintain an understanding of AF's work and the needs and circumstances of our service users
- Carry out any other duties that may reasonably be required in the light of the main purpose of the job.
- To act as a role model and ambassador for the organization, ensuring a professional image is maintained at all times.

Person Specification

Essential

1. Educated to Degree standard or equivalent experience.
2. Hold a full UK driving licence.
3. Experience of working in an event or community fundraising environment.
4. Demonstrable experience of working with people from all walks of life
5. Experience of planning and running successful large scale events
6. Sound knowledge and understanding of community fundraising
7. Proven experience of recruiting and working with volunteers
8. Excellent interpersonal skills and the ability to communicate effectively – orally and in writing – at all levels
9. Strong project management skills with excellent attention to detail
10. IT literate, including Microsoft Office
11. Proficient at managing all types of information, particularly budgetary and working with Microsoft Excel
12. Willing and able to work collaboratively within a team
13. Good organisational skills with the ability to deal effectively with conflicting priorities in a busy environment
14. Knowledge of and ability to comply with safeguarding procedures
15. Commitment to the organisations purpose and values including equality and social inclusion