

TEAM KENYA

Organisation	Team Kenya
Role	Fundraising Officer
Salary	£18-20k pro rata depending on qualifications and experience
Hours	Part time 2-3 days a week, with the potential to increase hours to full time
Location	Newcastle Upon Tyne, UK
Line manager	Fundraising and Projects Manager

About Team Kenya

Team Kenya is a small North East based charity that works to reduce extreme poverty and inequality within poor communities in Western Kenya. Our programmes promote gender equality and sustainable development, so that girls and women in rural Kenya can create their own bright futures and whole communities can break the cycle of poverty.

We work with local primary schools, and the whole community that surrounds them to tackle the barriers that prevent girls from accessing quality education. We do this by working towards our three key priorities:

1. Girls Education – Girls gain access to and attain a good quality education and have relevant skills and knowledge to fully participate in economic social and cultural life.
2. Economic Empowerment and Food Security- Families have improved food security and develop sustainable economic enterprises to support girls.
3. Girls Equality and Safety – Girls and young women are equal and respected members of society who are safe at home, in school and in their community.

Purpose of the role

We believe individual donors, community and event fundraising offer huge potential for generating unrestricted income that could be used to further develop our operations in the UK and Kenya. This role will involve working as part of a small team of three members of staff and around ten volunteers to develop existing supporter networks and create new relationships in order to generate unrestricted income through relationship management, community fundraising events, including work with schools and universities and challenge events both in the UK and overseas.

You will be an integral part of a small team in Newcastle Upon Tyne, working together with our CEO and Fundraising and Projects Officer. Though we do operate from a small office in central Newcastle Upon Tyne, we do offer flexible working and support home-based working when required, and we will make reasonable adjustments and plan office based time on staff hours and needs.

You will work with our Fundraising and Projects Manager and CEO to create and implement a fundraising strategy and action plan that will see significant unrestricted income generated to support our organisational strategy. You will be set ambitious targets and will be supported with appropriate resources and further training where required to help you meet your targets. You will manage existing relationships and ensure our donors and supporters have an excellent experience and you will work to recruit and support volunteers who will take on challenges and organise events to raise funds for Team Kenya and where appropriate you will get involved with some of these challenges yourself! The direct outcome of your work will be raising vital income for Team Kenya's

projects, directly improving the lives of thousands of women and girls in rural communities in Kenya every year.

In this role you will also be responsible for administration, marketing, communications activities to support fundraising.

Your responsibilities

1: Community and Event fundraising

- Identify appropriate challenge event opportunities in the UK and overseas for the charity to take part in
- Deliver recruitment campaigns for event participants and support them to achieve their fundraising targets
- Manage all aspects of the organisation of challenge events
- Maintain excellent relationships with existing supporters to access potential challenge participants
- Seek out potential new community partnerships
- Support our Volunteer Board to organise fundraising events
- Organise regular supporter engagement events

2: Fundraising Support and administration

- Provide excellent supporter care to all prospective and active fundraisers
- Build excellent relationships with existing fundraisers to provide effective personalised fundraising support, help them meet their income targets and engage them in our work
- Work with volunteer fundraisers to plan and deliver fundraising events
- Write and create fundraising support literature and presentations
- Ensure the accuracy, integrity and security of the data collected from volunteers, donors and fundraisers
- Generate and analyse regular data-led fundraiser progress reports, and report back to the team
- Maintain Team Kenya's CRM system
- Provide monthly income reports for all events and online donations

3: Event Coordination overseas

- Work with partners and contractors to ensure that challenge events are run effectively and safely
- Provide in-country support to fundraisers where necessary
- Support the Kenya team in facilitating visits to Team Kenya's projects, to engage supporters in the work that we do, and help them see how the money they raised will impact communities

4: Social media and marketing

- Create engaging social media posts and blogs to support fundraising
- Curate a bank of images and videos for marketing and fundraising use, to demonstrate the impact of Team Kenya's work and engage supporters with our projects in Kenya
- Produce other marketing materials to support fundraising activities using tools such as Canva
- Write email communications for supporters in line with the fundraising and marketing annual

plan

- Ensure that Team Kenya maintains compliance with GDPR and data protection laws

5: Schools, University and church fundraising

- Develop annual fundraising plans with school partners
- Identify and recruit new school and university partners
- Work with university societies to support fundraising activities to maximise income
- Give talks at schools, universities and churches as required

6: General

In addition to the specific duties and responsibilities outlined in this job description, the post holder should be aware of their specific responsibilities towards the following:

- Adhere to all relevant health and safety and fire regulations and to maintain good standards of health and safety in the UK and Kenya.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring Team Kenya into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within Team Kenya
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not exhaustive, we are a small team and the exact activities involved in this role may be amended to meet the changing requirements of Team Kenya at any time.

Person Specification

Essential Experience

Demonstrable success in organising events

Demonstrable experience of leading and motivating teams

Demonstrable experience of achieving fundraising targets, either personally or professionally

Essential Abilities

Ability to develop and effectively implement work plans, monitoring performance so as to achieve agreed income/expenditure targets.

Excellent communication skills, both verbal and written, sufficient to maintain and develop effective relationships with supporters from a range of backgrounds.

Excellent relationship management skills to be able to work well with volunteer supporters and all members of the Team Kenya team.

Numeracy skills sufficient to develop effective budgets for events and other fundraising activities and to monitor progress against income/expenditure targets

Digital skills sufficient to use a Customer Relationship Management (CRM) system, various online platforms such as JustGiving, social media platforms and Microsoft Office applications.

Strong organisational skills with the ability to effectively manage a diverse and changing workload, meeting deadlines to required standards.

Ability to work effectively as part of a team, offering and receiving support as required.

Essential Aptitude

A willingness to work anti-social hours, including evenings and weekends.

Able to travel independently and to transport fundraising materials to and from events.

Self-motivated, flexible and enthusiastic approach to work.

Proactive with a problem solving approach where systems can be improved.

Confident in public speaking and networking.

Desirable

Experience using a Customer Relationship Management system to support fundraising.

Experience in using social media for work.

Experience in managing volunteers and groups.

Experience in one or more areas of voluntary sector fundraising.

To apply, please send an up to date CV and a covering letter outlining your suitability in line with the job description and person specification, to val@team-kenya.co.uk.

Deadline for applications is the end of February 2019.