JOB DESCRIPTION
Fundraising and Events Officer

Job Title

Fundraising and Events Coordinator.

Department

Fundraising & Community Engagement.

Location

Bradford based with some regional, national, and occasional international travel may be required depending on campaigns, events, and operational needs.

Reports To

Fundraising Manager.

Contract Type

Permanent - Full-time or Part-time considered.

Salary

£25,000–£30,000 per annum (depending on experience).

Benefits

- Employee Assistance Programme (24/7 confidential support service)
- Employee contributory pension scheme
- TOIL (Time Off in Lieu) where applicable
- Professional development and learning opportunities
- Opportunity to contribute to meaningful humanitarian work and global impact

Working Hours

Working hours will be agreed depending on whether the successful candidate is appointed on a full-time or part-time basis. Flexibility will occasionally be required, including evenings and weekends during fundraising campaigns, community events, appeals and other organisational activities.

About Human Relief Foundation (HRF)

Human Relief Foundation (HRF) is an international humanitarian charity committed to saving and preserving lives through emergency relief, sustainable development, and community-focused humanitarian programmes across the world.

Guided by compassion, integrity, and humanitarian values, HRF works alongside vulnerable communities to deliver meaningful and lasting impact.

Working At HRF

Employees are expected to demonstrate behaviours consistent with HRF's mission and humanitarian principles by:

- Demonstrating compassion, integrity and professionalism.
- Acting with transparency and accountability.
- Treating colleagues, volunteers, supporters and beneficiaries with dignity and respect.
- Working collaboratively to improve outcomes for vulnerable communities.
- Promoting HRF's humanitarian mission and values in all aspects of their work.

Purpose Of the Role

The role will contribute to achieving HRF's fundraising objectives by supporting income generation through fundraising appeals, donor engagement, volunteer coordination, community partnerships, fundraising events and supporter engagement, helping to strengthen relationships with supporters and raise awareness of HRF's humanitarian work.

Key Responsibilities

1. Fundraising & Income Generation

- Support the planning and delivery of fundraising campaigns, appeals, and events throughout the year.
- Actively identify opportunities to maximise fundraising income through community partnerships, corporate engagement, campaigns and digital fundraising initiatives.
- Assist in implementing fundraising activities to support organisational income targets and campaign objectives.
- Support the development of new fundraising ideas and initiatives to engage supporters and communities.
- Assist with community fundraising activities, donor engagement, and awareness campaigns.
- Support cash, regular giving, and emergency fundraising appeals through various communication channels.
- Work collaboratively with the wider team to identify opportunities to increase fundraising income and supporter engagement.
- Help promote HRF's fundraising activities across local communities, events, and campaigns.

- Support fundraising activities during key campaign periods including Ramadan and emergency appeals.

2. Donor, Volunteer & Community Engagement

- Build and maintain positive relationships with donors, volunteers, supporters, community organisations, and stakeholders.
- Support the recruitment, coordination, and engagement of volunteers for fundraising activities and events.
- Assist in providing updates and feedback to donors and supporters regarding fundraising activities and humanitarian impact.
- Represent HRF professionally at fundraising events, community activities, meetings and networking opportunities.
- Act as an ambassador for HRF, promoting its mission, values and humanitarian impact at every opportunity.
- Support engagement with mosques, community groups, businesses, and local partners where appropriate.

3. Event Coordination & Operational Support

- Assist with the organisation and delivery of fundraising events, campaigns, and community initiatives.
- Support logistical planning and coordination for fundraising activities.
- Monitor fundraising materials, resources, and event requirements.
- Support the coordination of volunteers and staff during events and campaigns.
- Assist in ensuring fundraising activities are delivered safely and in accordance with organisational procedures and risk assessments.

- Support fundraising call centre or appeal activities where required.

4. Administration & Compliance

- Maintain accurate fundraising records, supporter databases, and administrative systems.
- Support the preparation of fundraising reports, campaign summaries, and donor communications.
- Ensure records and documentation are organised, accurate, and up to date.
- Handle confidential information appropriately and in accordance with data protection requirements.
- Assist with monitoring fundraising expenditure and budget tracking where required.
- Ensure fundraising activities are undertaken in accordance with HRF policies, fundraising regulations and data protection requirements.

General Responsibilities

- Uphold and promote HRF's mission, values, safeguarding commitments, and code of conduct.
- Maintain professionalism and cultural sensitivity when representing HRF internally and externally.
- Work collaboratively across departments to support organisational objectives.
- Undertake additional duties appropriate to the level and nature of the role.
- Promote equality, diversity and inclusion in all aspects of the role.

What Success Looks Like in The Role

The successful candidate will:

- Contribute positively to fundraising income generation and campaign delivery.
- Build strong relationships with donors, volunteers, and community stakeholders.
- Support the successful delivery of fundraising events and activities.
- Demonstrate professionalism, initiative, and strong organisational skills.
- Maintain accurate and organised fundraising records and communications.
- Contribute positively to HRF's mission, community engagement, and humanitarian impact.

Safeguarding

Human Relief Foundation is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All employees are expected to share this commitment and always uphold HRF'S safeguarding policies and procedures.

Equality, Diversity & Inclusion

HRF is committed to creating an inclusive working environment where everyone is treated with dignity and respect. Recruitment and employment decisions are made based on skills, experience, qualifications, and organisational needs. We welcome applications from all suitably qualified individuals.

HRF welcomes applications from individuals of all backgrounds who are committed to humanitarian values and respectful of the organisation's mission and ethos.

Pre-Employment Checks

Any offer of employment will be subject to satisfactory pre-employment checks, including verification of the right to work in the UK, satisfactory references, and any safeguarding, DBS or other background checks deemed appropriate for the role.

Person Specification
Fundraising Officer

Essential Criteria

Qualifications & Knowledge

- Good understanding of the charity, fundraising, or humanitarian sector.
- Awareness of confidentiality, safeguarding, and data protection responsibilities.
- Understanding of community engagement and supporter relationship management.

Experience

- Previous experience within fundraising, charity, customer engagement, events, community engagement, or a similar environment.
- Experience supporting fundraising campaigns, appeals, events, community initiatives or other relevant engagement activities.
- Experience working with volunteers, supporters, or members of the public.
- Experience managing multiple tasks and working to deadlines.
- Experience maintaining accurate records and administrative systems.

Communication & Interpersonal Skills

- Excellent verbal and written communication skills.
- Strong interpersonal and relationship-building skills.
- Ability to communicate professionally and confidently with diverse audiences and communities.
- Ability to work collaboratively within a team environment.

Organisational & Technical Skills

- Strong organisational and time management skills.
- Ability to prioritise workload and work flexibly during busy campaign periods.
- Ability to work independently and use initiative.
- Competent IT skills including Microsoft Office applications.

Personal Attributes

- Positive, proactive, and enthusiastic approach.
- Professional, reliable, and adaptable.
- Commitment to humanitarian values and ethical practice.
- Willingness to work occasional evenings and weekends where required.
- Willingness to travel where required for fundraising activities and events.

Other Requirements

- Right to work in the UK.
- Willingness to undertake occasional regional, national and international travel where required.

Desirable Criteria

- Previous experience within a charity or humanitarian organisation.
- Experience coordinating volunteers or community groups.
- Experience of community, corporate or digital fundraising.
- Knowledge of community fundraising approaches and supporter engagement.
- Experience using CRM or donor management systems.
- Additional language skills relevant to communities supported by HRF.
- Full UK driving licence and access to transport.

Core Competencies

Competency	Description
Communication	Communicates clearly and professionally with supporters, colleagues, and stakeholders.
Relationship Building	Builds positive and professional relationships with donors, volunteers, and communities.
Organisation & Planning	Manages workload effectively and supports successful event and campaign delivery.
Initiative	Takes a proactive approach and supports problem solving.
Teamwork	Works collaboratively across teams and supports shared objectives.
Adaptability	Responds positively to changing priorities and operational needs.
Professionalism	Represents HRF positively and maintains high standards of conduct.
Commitment to Humanitarian Values	Demonstrates compassion, integrity, and alignment with HRF's mission and values.

Document Control

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