



Job Title	Community Fundraising Officer / Mosque Coordinator
Location	London & South East
Position	Full Time/Part Time - Permanent
Salary	Competitive Salary - Depending on experience
Benefits	Annual Leave / Sick Pay Employee Assistance Programme (24/7 confidential helpline) Employee Contributory Pension Scheme Opportunity to really make a difference Opportunity to Travel to different Countries on Deployment
HRF Purpose:	HRF provides emergency relief aid and assistance to ordinary people caught up in extraordinary, life-threatening situations. HRF's ultimate goal is to save and preserve life. Humanitarian aid charity working across different countries to help make a difference.
Job Purpose:	The purpose of the job is to co-ordinate HRF's fund-raising activities and nurture established as well as newer fundraising sources.
Reporting To:	London & South East London Fundraising Manager

Fundraising Officer Role:

You will be a part of the running of the charity at the HRF London Office to support various fundraising activities throughout the year. Your responsibility as a fundraising officer will be to support with ongoing appeals to make a difference for less fortunate people around the world.

You will need to support in creating new fundraising ideas as well as working on existing methods to raise much needed funds. Implement fundraising plan (events, activities) to meet the objectives in the annual campaign's plan. Also, to recruit and supervise new volunteers to help with ongoing projects.

You will also be responsible to complete admin tasks, as well as helping with TV appeals at the call centre and office maintenance. Manage relationship with donors and volunteers providing feedback on donations. Assisting the fundraising team locally and nationally as well as other colleagues from all departments.

Key Responsibilities:

- The Fundraising Officer will take lead responsibility on a number of fundraising events, managing the budget and ensuring that financial targets are met, volunteers are recruited to maximise fundraising potential and take operational and financial responsibility for the event both before and after.

- In this role, you will assist the Fundraising Manager (London & South) in the development and implementation of HRF annual fundraising strategy that will increase HRF's activity and grow income for the charity.
- You will be highly organised, innovative and have a track record of delivering a number of fundraising events ranging from gala dinners to sporting events. You will have the proven ability to achieve results through building strong lasting relationships with individuals and organisations.
- You will work across departments, so interpersonal skills are of high importance. You will need the confidence to deal with people at the very highest level, managing high-profile volunteers and donors with diplomacy and discretion.
- To ensure timely communications with other colleagues, partners, sponsors and suppliers/agencies, donors, volunteers and other key audiences, in accordance with the nature of the work to ensure that all stakeholders are updated.
- To maintain good relationships with existing business supporters and recruit new business members and volunteer participants.
- To support the development and delivery of cash and regular giving appeals, using social media, email and direct mail to existing supporters.
- To seek opportunities to build on the success of existing fundraising activities and explore new avenues for raising funds.
- To work with the marketing and wider team to identify and develop opportunities to generate income.
- To help to raise the profile of HRF in the region they are working
- To carry out risk assessments when holding an events
- The Fundraising Officer will lead on fundraising activities, as well as assist the Fundraising Team with national and local campaigns and events.
- Monitor relevant budgets and resources, including expenses.
- Organise and lead volunteer teams to assist with charity fundraising and development activities.
- The Fundraising Officer may be required to travel abroad to implement projects and distribute aid with staff / volunteers on deployments.
- Coaching and supporting volunteers.
- To undertake any other tasks, duties or projects which may arise from time to time in accordance with the level of this post.
- To secure mosque collections during Ramadan and throughout the year
- To carry out mosque collections during Ramadan Taraweeh prayers and throughout the rest of the year

Person Specification:

- Excellent communication skills.
- Knowledge about NGO and humanitarian work.
- Ability to adapt to new situations and needs.
- Ability to develop and build capacities of volunteers.
- Able to be extremely organised and proactive.
- Disposition of a team player.
- Ability to work independently and provide initiative in improving systems.
- Willing to travel to remote locations and in difficult terrains.

- Understanding all aspects of health and safety.
- An understanding of the importance of confidentiality and the Data Protection Act.
- Commitment to HRFs mission, vision and values.
- Humanitarian work experience.

We are looking to appoint this role ASAP and will be reviewing applications on a rolling basis. Apply by emailing your CV and cover letter to shaheed@hrf.co.uk today to become our Fundraising Officer/Mosque Coordinator. We would love to hear from you!