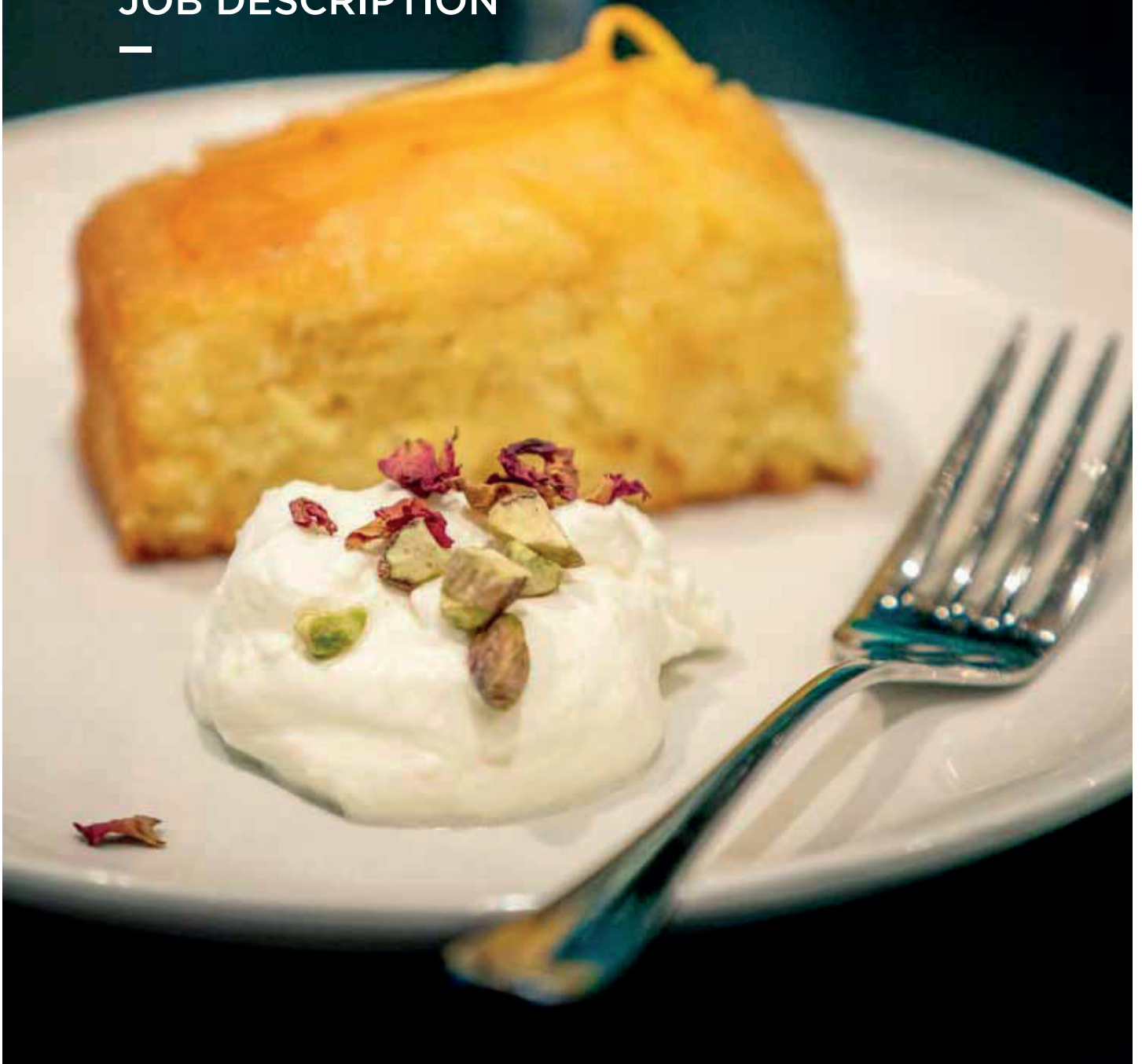


**AMOS TRUST
RELATIONSHIP AND COMMUNITY
FUNDRAISER**

JOB DESCRIPTION





AMOS TRUST

RELATIONSHIP AND COMMUNITY FUNDRAISER
JOB DESCRIPTION

THANK YOU FOR DOWNLOADING THIS JOB DESCRIPTION

IMPORTANT DATES

The closing date for applications is **Wednesday 14th July**. Interviews will take place on **Thursday 22nd July** at the Amos Trust office in central London, or online if required by a candidate.

FRONT COVER

Bake Off: Pudding clubs and bake sales — great ways to fundraise for Amos Trust.

WE DO HOPE



**AMOS ROAD CLUB
FUNDRAISING FOR AMOS TRUST —
TWO WHEELS GOOD**



AMOS TRUST

RELATIONSHIP AND COMMUNITY FUNDRAISER
JOB DESCRIPTION

“RUNNING THE LONDON MARATHON WAS ONE OF THE BEST DAYS OF MY LIFE. TRAINING FOR A MARATHON IS TOUGH, BUT HAVING FOLKS SPONSOR YOU DOES MAKE YOU PUT ON YOUR TRAINERS AND GET OUT THERE — LEFT FOOT, RIGHT FOOT: THE BODY WILL FOLLOW. I LOVED EVERY SECOND AND AMOS WAS A HUGE SUPPORT.”

TARA WIGLEY WHO RAISED £5,000
FOR OUR WORK IN PALESTINE

WE DO HOPE



AMOS TRUST

RELATIONSHIP AND COMMUNITY FUNDRAISER JOB DESCRIPTION

ABOUT THE JOB

JOB TITLE:	Relationship and Community Fundraiser
REPORTING TO:	Community Engagement Lead
CONTRACT TYPE:	Permanent
LOCATION:	Flexible
SALARY:	Circa £16,000 (£26,600 FTE)
HOURS:	21 hours a week
UPDATED:	May 2021

BACKGROUND:

Amos Trust is a creative human rights organisation. We seek to challenge injustice, restore rights and create hope. We work with grassroots partners, listening to their needs and acting on their concerns. We set out to build local creative solutions to global issues.



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RELATIONSHIP AND COMMUNITY FUNDRAISER JOB DESCRIPTION

We work in three areas where justice is threatened, and rights are ignored.

STREET JUSTICE

Transforming the lives of girls and young women on the streets so they can live free from abuse.

PALESTINE JUSTICE

Campaigning for a just peace and full and equal rights for everyone who calls Palestine and Israel home.

CLIMATE JUSTICE

Equipping local communities to develop sustainable responses to the impact of climate change.

We are seeking to appoint a Relationship and Community Fundraiser to join our small, highly committed team. This broad role is key to the day-to-day running and continued growth of Amos Trust's fundraising.

Amos Trust is an exciting and fast-moving organisation, and this role sits at the heart of the fundraising team.

The Relationship and Community Fundraiser needs to be passionate, personable, organised and enjoy developing relationships with current and potential supporters.



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We want to build a movement of people excited about our work who support our goals financially as well as with their actions.

This role will be key in supporting this vision and increasing the income of Amos Trust by building and developing relationships with existing and new supporters.

As a part of this, Amos Trust is committed to developing a new, younger support base and creating opportunities for their participation and leadership in our advocacy, fundraising and challenge events.

ROLE PURPOSE:

You will work with and support our Community Engagement Lead to increase Amos Trust's income by developing relationships with our supporter base so as to secure increased financial support from new and existing supporters.



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The role includes the following areas of responsibility:

- support and develop Amos Trust's supporter base
- support and develop Amos Trust's fundraising events
- support and develop Amos Trust's challenge events

KEY RESPONSIBILITIES:

1. SUPPORTER RELATIONS (50%)

- welcome, thank and engage with new and potential supporters/donors via phone, email and post
- support, nurture and develop relationships with our committed givers
- work with Community Engagement Lead to support and deliver our appeals, and where appropriate to contact potential donors
- work with trip participants before and after trips to ensure they are given opportunities to fully engage with and support our work
- support individuals involved in community and faith-based groups to talk about the work of Amos Trust and encourage financial support from these groups.



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“I PREPARED A PALESTINIAN MEAL AND INVITED A MIX OF FRIENDS, SOME OF WHOM HADN’T HEARD ME SPEAK OF PALESTINE BEFORE. THEY LOVED THE PALESTINIAN FOOD AND FOCUS – IT GAVE PURPOSE TO A VERY ENJOYABLE EVENING AND RAISED OVER £200!”

MARGARET FILER WHO RAISED MONEY
FOR WOMEN 4 WOMEN

WE DO HOPE



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2. SUPPORT FUNDRAISING AND PROFILE-RAISING EVENTS (25%)

- support the Community Engagement Lead to deliver events such as Run The Wall, Women For Women, Christmas events etc.
- assist in delivering the event logistics and contact those taking part to ensure participants have the correct resources and appropriate support before during and after the event
- maximise the fundraising generated by our work with artists, musicians and writers
- work with the Community Engagement Lead and volunteer teams to deliver the annual fundraising dinner
- ensure the correct resources and merchandise are at Amos events and represent Amos at such events
- support and work with Community Engagement Lead to ensure the smooth running of visits by international partners to the UK (central to which is providing excellent levels of hospitality); and to maximise supporter engagement and fundraising secured by the visit programme.



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3. SUPPORT CHALLENGE EVENTS (25%)

- support and thank individuals organising their own fundraising activities, taking part in challenges, holding FB birthday fundraisers or similar
- support participants taking our challenge places e.g. Royal Parks and London Marathon
- ensure participants have the correct resources and are supported and thanked appropriately before during and after the event
- ensure that people involved in Amos' challenge events are on our donor base and signed up for ongoing communications (within GDPR rules).

You will need to develop a knowledge and commitment to **Amos' three areas of work** and to our vision of promoting justice and hope.

We anticipate that there will be the opportunity to visit one or more of our international partners in the future.

As Amos has a small staff team you will from time to time need to undertake other tasks as commensurate with the nature of this post.



AMOS TRUST

RELATIONSHIP AND COMMUNITY FUNDRAISER PERSONAL SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE AND KNOWLEDGE	PRIOR EXPERIENCE IN FUNDRAISING	EXPERIENCE OF WORKING ON FUNDRAISING EVENTS
	ABILITY TO RESEARCH AND IDENTIFY NEW OPPORTUNITES	EXPERIENCE IN RELATIONSHIP MANAGEMENT AND DEVELOPMENT
		EXPERIENCE OF PERSONALLY FUNDRAISING FOR A CAUSE VIA A SPONSORED ACTIVITY OR SIMILAR
		EXPERIENCE IN ACHIEVING INCOME GENERATION TARGETS
		FAMILIARITY WITH CHARITY CRM SYSTEMS AND THE ABILITY TO FIND AND INTERPRET SUPPORTER RECORDS ON OUR WEB-BASED DATABASE
		EXPERIENCE OF WORKING WITHIN AN ADVOCACY/ HUMAN RIGHTS OR INTERNATIONAL DEVELOPMENT ORGANISATION



AMOS TRUST

RELATIONSHIP AND COMMUNITY FUNDRAISER PERSONAL SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
SKILLS AND ABILITIES	ENTHUSIASTIC WITH EXCELLENT PEOPLE SKILLS, HAPPY ENGAGING AND MOTIVATING SUPPORTERS AND THOSE INTERESTED IN AMOS TRUST	ABILITY TO MANAGE VOLUNTEERS
	GOOD WRITTEN COMMUNICATION SKILLS	
	ABILITY TO PRIORITISE, MULTI-TASK AND WORK TO TIGHT DEADLINES UNDER PRESSURE – INDEPENDENTLY AND AS PART OF A TEAM	
	FLEXIBILITY AND ADAPTABILITY TO ALTER WORK PLANS QUICKLY TO ACCOMMODATE NEW OPPORTUNITIES AND TO WORK ON OWN INITIATIVE	
	FAMILIAR WITH A RANGE OF SOCIAL MEDIA PLATFORMS	
	WORKING KNOWLEDGE OF MS OFFICE	
	PASSION FOR AMOS TRUST'S APPROACH AND THE VALUES UNDERPINNING IT	



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TERMS AND CONDITIONS:

SALARY: Circa £16,000 (£26,600 FTE)

HOURS: 21-hour working week (0.6 FTE)

LOCATION: Flexible working arrangements with a combination of home and office working to be agreed between the candidate and Amos Trust

HOLIDAY: Generous annual leave entitlement

RECRUITMENT PROCESS

If you would like to discuss this post before applying, then please contact Katie Hagley, Community Engagement Lead at recruitment@amostrust.org

When applying, please attach a CV and covering letter outlining why you are a good fit for this position and email it to recruitment@amostrust.org

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FURTHER INFORMATION

This role requires applicants to have the right to work in the UK.

All successful candidates will require either a basic or enhanced Disclosure Barring Service certificate (DBS). Information will be forwarded to you with your offer.

We value diversity and aspire to reflect this in our team. We welcome applications from people from all sections of the community, irrespective of race, colour, gender, age, disability, sexual orientation, religion or belief.

Amos Trust is committed to providing a safe environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including sexual harassment and exploitation, abuse, and financial misconduct.



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“WE DECIDED TO ORGANISE A REGULAR GIN & NIBBLES EVENING FOR AMOS’ WORK IN GAZA. WE ALTERNATE BETWEEN OUR TWO HOMES AND ASK FOR A DONATION TOWARDS THE REFRESHMENTS, WITH PROFITS GOING TO AMOS TRUST.”

CAROLINE BONE AND SARAH ROSE WHO
RAISED MONEY FOR WOMEN 4 WOMEN

WE DO HOPE



AMOS ROAD CLUB
SOMETIMES, SOLIDARITY BEGINS ON A BIKE

WE DO HOPE

WE DO HOPE

AMOS
TRUST.
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