



# Fundraising and Communications Executive

## Job Pack







## We are looking for a new member of the Able Child Africa Fundraising Team!

**We are a small, inclusive team that cares passionately about diversity and representation, but we acknowledge we should be doing better and want to do better.**



We actively encourage applicants from all backgrounds. We particularly encourage applications from people with disabilities or with direct experience of living or working with children with disabilities. All applicants with a disability who meet the minimum criteria will be offered an interview.

We also encourage applicants from African diaspora or heritage and people from Black, Asian and ethnic minority backgrounds, as these groups are currently under-represented in our team.





**Changing the lives of children  
with disabilities in Africa**



# About us

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We are a small and dynamic charity, entrepreneurial in style and collaborative in process. We are **values led**, passionate about our partner approach and driven by the communities with work with.

We are experts in what we do and are passionate about the approach we take. We are bold and agile and use the expertise we have built up over the last 37 years to make lasting change for children with disabilities in Africa.

We work hard for what we believe in but create an enjoyable, flexible and accessible working environment to ensure you enjoy what you do and have a good work-life balance, caring about your **mental health**.

We aim high in both our values and quality of our work. We strive to be the best at what we do and use our strengths as a small organisation to innovate and showcase ideas for change.

We want to be better. We are honest about what we get wrong and provide space to make things right.





# Our values

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**We are led by 5 core values that define how we work and how we're run.**

## **Inclusion**

We believe everyone should have the same opportunities in life regardless of disability, age, geography or gender.

## **Collaboration**

We listen to and collaborate with local partners and children with disabilities.

## **Quality**

We are good at what we do and are passionate about the approach we take.

## **Courage**

We are bold and agile, with the courage to innovate and take disciplined risks.

## **Transparency**

We are honest, we act with integrity and we are accountable.



# About the role

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**We are looking for a passionate, experienced and self-motivated individual to join our Fundraising Team. You may not have a lot of experience in this field but you are keen to learn and develop yourself, alongside a strong belief in disability-inclusive development, then we would love to hear from you!**

Working within our fundraising and communications team, you will assist in managing a portfolio of events including our Annual Gala and Golf Day, as well as the London Marathon. You will manage event planning, supporter recruitment and communication and build your experience in budget management.

You will work both independently and collaboratively to assist the development of events and activities. With excellent time management and organisational skills; you will demonstrate the ability to deliver quality work and hit deadlines, while managing a varied workload.





# Working for us

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**We really like the people that work for us. They are our best asset and without them, we wouldn't be able to do what we do. We have worked really hard to create a flexible and rewarding working environment that gets the best out of each of them and enables them to deliver the quality of work that we strive for.**

However, we recognise the workplace can be a stressful environment. Our staff are passionate about what they do, they work hard and are invested in the beneficiaries we support. All of which can impact on the daily wellbeing of our staff. We believe that the mental health and wellbeing of anyone that works for us is of primary importance. We are therefore committed to promoting positive health among all our staff and volunteers, supporting those that need it and challenging stigmas against mental ill-health that exist in the workplace.

<b>Location:</b>	Office based in Central London, we are open to flexible arrangements
<b>Hours:</b>	We will consider 4, 4.5 or 5 days depending on the preference of the candidate. Flexible working arrangements are open to discussion
<b>Term:</b>	Permanent
<b>Reporting to:</b>	Philanthropy and Partnerships Manager
<b>Salary range:</b>	£24,970 to £27,568
<b>Annual leave:</b>	25 days per annum
<b>Pension:</b>	Matching contribution to organisation's pension provider up to 5%

If you think you are interested, then send your CV and a Cover Letter (two sides of A4) that covers the key competencies, explains your suitability for the role and why you want to work for us to [jobs@ablechildafrica.org.uk](mailto:jobs@ablechildafrica.org.uk) by **midnight on Thursday, 17 June 2021**. Interviews to take place on Monday 21 and Tuesday 22 June 2021.



# About you

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**We are looking for a passionate, experienced and self-motivated individual to join our Fundraising Team and help shape our future so we are able to reach more children with disabilities in more countries.**

You will also manage our individual giving income stream, ensuring effective and timely communications with all supporters and donors.

Most importantly you will have a strong belief in disability-inclusive development and in building the capacity of local civil society.

Maintaining our consistent brand, you will lead on supporter communications, coordinating our individual giving programme and assisting the rest of the team to raise the profile and bring new supporters into the organisation.

**If you think this is you then we would love to hear from you.**





# Responsibilities

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## **Assist the management of Able Child Africa's portfolio of fundraising events.**

1. Assist the management of Able Child Africa's events portfolio, through effective project/event planning, set-up and management. This includes but is not exclusive to the London Marathon, Annual Gala, and Charity Golf Day.
2. Market the series of events, recruiting, retaining and communicating with participants to support the attainment of income targets.
3. Assist the management of event budgets, tracking expenditure, income and profit.

## **Assist the management of Able Child Africa's individual giving and other forms of individual giving or community fundraising.**

4. Support the implementation of Able Child Africa's individual giving programme, building relationships with regular and one-off donors.
5. Oversee the community fundraising income stream; empower existing and newly sourced supporters to independently generate funds for Able Child Africa through independent events and activities.
6. Provide support for to the Philanthropy and Partnerships Manager with corporate engagement and projects as required, and in some cases take the lead as instructed.

## **Assist the management of Able Child Africa's brand and external communications, with high quality content.**

7. Manage Able Child Africa's social channels, working with external suppliers when applicable, to maintain a professional and engaging external brand.
8. Support the management a vibrant and responsive website by ensuring content is up to date, professional and engaging; supporting the collective of imagery, videos, blogs, utilising external suppliers where directed.
9. Produce Able Child Africa's newsletter, contributing with high-quality content and complying with organisation data protection and confidentiality standards.

## **Provide other support to the Fundraising and Communications Team as agreed, including supporting routine office operations.**

10. Maintain the Salesforce database, keeping detailed records of communications, support and donations from individuals and companies.
11. Liaise with the Finance & Operations team to track pledged donations, ensuring all individuals meet pledged targets and chasing payments where appropriate.
12. Support the delivery of unique activities as needed.



# Competencies

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**Please outline your suitability to the following 9 competencies in your Cover Letter. If you do not match one of the competencies, attempt to explain similar experience or skills you have.**

## Experience

1. At least one years' experience in a fundraising, communications, marketing or sales support role or similar.
2. Experience of managing or supporting the management of events to, ideally including managing volunteers or supporters to raise funds.
3. Experience or knowledge of managing individual donors with demonstrated ability to engage key contacts (including public, media and donors) to advance a cause.

## Skills and Technical Competencies

4. Creative ability to assist in the production of engaging content for communication in line with the organisational brand and mission.
5. Competency in managing social channels under direction, developing newsletters and other blogs or articles.
6. Understanding of the issues affecting children and young people with disabilities in low income countries.

## Qualities

7. An understanding of contributing to an organisational culture based on inclusivity, wellbeing and empowerment.
8. Excellent time management and organisational skills; ability to work under pressure to prioritise and manage varied workload and competing deadlines whilst ensuring attention to detail.
9. Personable, with an ability to develop and maintain new relationships.





Able Child Africa is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. We actively encourage applicants from all backgrounds. **We particularly encourage applications from people with disabilities** and people with direct experience of living or working with children with disabilities and all applicants with a disability who meet the minimum criteria will be offered an interview.

Please send your CV and a 2-page cover letter to [jobs@ablechildafrica.org.uk](mailto:jobs@ablechildafrica.org.uk) by **midnight 17 June 2021** to apply.





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