

Job Description

Introduction

Engage & Connect Ltd is a Fundraising Agency working with UK based charities throughout England and Wales. The Company employs Fundraisers to work as representatives for their Charity clients recruiting donors to become long term supporters of the Charity.

Purpose of the role

To proactively recruit Direct Debit donors for the Company's Charity clients both in venues and door to door within a pre-defined geographical area.

Job summary

Position:	Fundraiser
Hours:	Full-time – 40 hours per week working 5 days out of 7 Part time – By agreement
Status:	Permanent
Report to:	Field Sales Director
Days of work:	Monday to Sunday
Hours of work:	Generally, between 8:00am and 7:00pm but such hours as are necessary to meet the Company's and their clients' objectives
Salary:	Full Time Out of London - £22,880 per annum, £440 / week. £11 / hour Within London - £24,960 per annum, £480 / week. £12 / hour Pro rata for part time
Benefits:	Uncapped weekly bonus scheme, contribution to travel costs, uniform (as required by client), membership of the Company pension scheme
Holiday:	31 days including 8 Bank/Public Holidays (of which 3 days are to be taken during the Christmas/New Year closure)
Location:	Various locations as determined by the Company from time to time.

Job description

To be a representative of and an ambassador for Engage & Connect Charity clients.

To engage with members of the public in a variety of locations and/or working door to door seeking their commitment to become long term supporters of the Charity by way of regular monthly direct debit donations.

Key responsibilities:

1. To achieve your personal target to recruit direct debit donors for our Charity clients
2. To be a passionate advocate for our Charity clients
3. To be the public face of the Charity representing them at a variety of locations
4. To engage with members of the public explaining the work of the Charity and seeking their support by way of monthly direct debit donations
5. To work such hours as are necessary to meet the Charity's fundraising objectives
6. To abide by all company policies and procedures, which are provided to you upon commencement of your employment with Engage and Connect
7. To abide by the rules of the Institute of Fundraising and Fundraising Regulator and the Gambling Commission and other bodies as advised from time to time.

General:

1. Always conduct yourself in a professional manner
2. Travel as required with the possibility of occasional overnight stays
3. Keep confidential all information in your possession
4. Complete required paperwork accurately and on time
5. Be able to talk knowledgeably and enthusiastically about our clients
6. The role will have physical demands, which may include standing for long periods of time, walking, and setting up heavy display equipment including Gazebos and stands
7. Ensure that your appearance is always smart and tidy, maintaining uniform to Company standards
8. Ensure your ID badge is worn and is visible and is shown to every customer contacted
9. Attend meetings as required.

For operational reasons, the Company reserves the right to transfer you to alternative duties and it is a condition of employment that, if requested, you are willing to do so.

Person specification		
Criteria	Attributes	
	Essential	Desirable
Previous Experience	Experience of working within a role where you are required to achieve weekly targets.	Experience, whether paid or unpaid, of the voluntary sector and fundraising in particular. Some fundraising and/or campaign management experience. Previous experience within a Sales role.
Skills /Abilities / Knowledge	Excellent interpersonal and communication skills – an effective and engaging communicator. Ability to work well under pressure and to meet targets. Experience of engaging with the public.	Some knowledge of the Charity sector.
Attitude and Approach	Proactive, positive, resilient, determined, tenacious, results focussed.	
Personal Attributes	Ability to work on your own, without close and constant support and supervision. Able to manage your time effectively to optimise the number of donors recruited. Flexibility around working hours in order to maximise outcomes. Self-motivated.	
Additional Requirements	Full current driving licence and own vehicle. Willing to undergo a basic DBS (criminal record) check.	

	Able to commit to a flexible working pattern of 5 x 8-hour days in 7 to include Bank Holidays and weekends. (Pro-rata for part time).	
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Engage & Connect Ltd contact details

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