Recruitment Pack

Community Engagement Officer (Interim)
Dear Candidate,

Thank you for your interest in the role of Interim Community Engagement Officer.

Anti-Slavery International is the world’s oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world.

The Interim Community Engagement Officer role will run from December 2023 to August 2024 to cover a colleague as they undertake an exciting sabbatical. This role is an important recent addition to the team and undertakes all of Anti-Slavery International’s community and events fundraising, gives presentations to schools and community groups, and oversees a small team of volunteers. So far this year, income has remained strong against target, and we will be looking to grow this programme to almost double in 2024-25, with promotion of do-it-yourself (DIY) fundraising, partnerships, sponsored events and owned events driving the growth.

We are looking for a keen, experienced fundraising professional looking to exercise their learning and ideas and support the growth and strengthening of this important cause.

The deadline for applications is 5pm, Thursday 26th October 2023. Interviews will be held on 3rd November 2023.

Best wishes

Ryna Sherazi

Director of Fundraising and Communications
Job Description

Community Engagement Officer (Interim)

GRADE Grade B1 – B4 subject to experience
SALARY £33,978 - £37,099 per annum
CONTRACT TYPE Fixed term from December 2023 to August 2024
HOURS 35 hours per week
LOCATION Based in Brixton, London with hybrid working in place
DATE October 2023

CONTEXT

Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

• Child Slavery
• Responsible Business
• Trafficking
• Climate change and slavery

You can read more about us and how we work in the ‘About Us’ document on our recruiting webpage.

This role supports our work by engaging community-based groups, primarily in the UK, to raise funds, use their time and raise their voice to ensure freedom from slavery for everyone, everywhere.

The postholder will be responsible for ensuring that fundraising revenue from community groups and from individuals and organisations taking part in events, meets target by April 2024. This will include marketing activities to faith and educational groups, to get involved with the charity, as well as promoting do-it-yourself (DIY) locally undertaken events and sponsored activities in support of Anti-Slavery International’s mission.

MAIN TASKS

Role purpose

• To develop the Community and events programme at Anti-Slavery International which is planned to generate £54,000 in 2023-24, growing to £93,000 the following year, to support Anti-Slavery International’s project work.
• To undertake and role model excellent relationship management and supporter care.
• Confidently represent Anti-Slavery International, and its work, externally.

Developing Anti-Slavery International’s community and events fundraising
• Produce group-specific (faith groups, service groups, universities, and schools) targeted, regular fundraising appeals and applications and manage relationships with all community group supporters.
• Grow Anti-Slavery International’s fledgling events programme which generates support from third-party and owned events, including an annual concert.
• Grow the number of DIY supporters fundraising in their communities and online over the coming year through digital and offline promotion.
• Develop and apply for a pipeline of valuable partnerships with community organisations such as service groups, RAG societies, and giving groups and set up and provide high-level account management should we win them.
• Monitor the external environment for emerging trends and innovations that may have potential application or impact for Anti-Slavery International.

Representing Anti-Slavery International externally
• Attending and supporting Anti-Slavery International events and providing a great experience for all attendees.
• Deliver Anti-Slavery International presentations and workshops for groups to encourage them to use their time, donations and voice to support an end to slavery in all of its forms. Coordinate talks presented by volunteers, ensuring high standards are adhered to.

Reach new audiences and grow community and events fundraising
• Work with colleagues in the communications team to meet supporter recruitment targets using social media, web and email.
• Oversee the update and production of new and refreshed promotional material used for fundraising purposes, such as posters, leaflets, webpages and other digital assets.
• Work with volunteers to scope out and plan the development of an Anti-Slavery International volunteer speaker network.

Excellence in supporter care and administration
• With the Supporter Care Assistant, ensure that all community, challenge events and DIY supporters are provided with excellent supporter care and people are thanked for donations, in line with Anti-Slavery International's standards.
With the Supporter Care Assistant and the Individual Giving Officer, help to continually improve the systems and processes that enhance supporter experiences. Be a data steward for community and events fundraising, ensuring quality data and excellent knowledge management.

**Planning, budgeting and administration**

- Monitor, analyse and report against fundraising KPIs to track Community and events performance.
- Managing up to five office-based or home-based volunteers who support the fundraising and communications team.
PERSON SPECIFICATION

Essential

**Fundraising and supporter engagement**
- Experience of working on community and/or events fundraising for a charitable organisation.
- A working knowledge of fundraising and marketing events and community fundraising online and offline.
- A good understanding of the Codes of Fundraising Practice related to community and events fundraising.
- Experience of working with fundraising databases such as Raiser’s Edge.

**Planning and implementing fundraising activities**
- Experience of project managing successful fundraising activities.
- An ability to manage an expenditure budget.
- Strong administrative skills, including excellent record-keeping.
- Ability and willingness to travel to different parts of the UK, and work some evenings and weekends to attend community-based events, and adjust other working times accordingly.

Desirable
- Experience of managing five and six-figure fundraising targets.
- Experience of managing and motivating volunteers.
- Training in project management.
- A sound understanding of data protection regulation.
- CIOF qualification in community or events fundraising.
- Experience of, and training in, presentations to large and small groups of adults and young people.

**Summary Terms and Conditions**
- The position is based in Anti-Slavery’s office in Brixton, London.
- Annual leave entitlement is 30 days (on a pro rota basis) including 3 days that must be taken between Christmas and New Year.
- There will be a requirement for some out-of-hours work, for which time in lieu is given.
- We pay 6% into our recognised contribution pension with TPT Retirement.
Solutions, with a mandatory employee contribution of 2%.

- The role is subject to a probationary period of three months.
- We offer a range of employee benefits including an employee assistance programme and cycle to work scheme.
- Unison is the recognised trade union.
How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement setting out why you want this role and explain how your skills and experience support your application. Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK.

Please submit your application to jobs@antislavery.org using the reference Job Community Engagement Officer (Interim) in the subject line before 5pm on Thursday 26th October 2023.

Please also complete the equal opportunities monitoring form at this link. The form is anonymous, and responses will be handled in strict confidence.

Interviews will be held on 3rd November 2023 either at our office in Brixton or online via Teams.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.
We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

• To guarantee high standards of staff behaviour and integrity
• To safeguard our staff’s, interns’ and volunteers’ welfare and that of external stakeholders with whom we work or come into contact
• To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.