

Application Pack



Fundraising Assistant

Closing Date: 9am on Tuesday 03 October 2023

World Land Trust is a UK based conservation charity. Registered charity no. 1001291 | Limited company registered in England & Wales no. 2552942 Phone: +44 (0) 1986 874422 Email: info@worldlandtrust.org Website: Worldlandtrust.org
Registered office: Blyth House, Bridge Street, Halesworth, IP19 8AB, Suffolk, United Kingdom.

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Full-time starting salary £20k pa

Who we are

World Land Trust (WLT) is an international conservation charity that helps to protect the world's most biologically significant and threatened habitats, acre by acre.

As the pioneers of the Buy an Acre approach, we have spent more than 30 years raising funds for local people to secure and protect the land they know best in America, Africa, Asia and beyond. With over 2,400,000 acres protected and over 2,000,000 native trees funded to date, our ambition is now to drive this conservation action at scale – more acres and more species protected in this make-or-break decade for biodiversity and climate.

Job Summary Fundraising Assistant

The Fundraising Assistant will support the Fundraising & Engagement Manager to deliver the Community Fundraising programme to drive the growth of WLT's income, providing the highest possible level of stewardship to our fundraisers whilst cultivating new ones.

**We're happy to talk flexible working,
from day one.**

Our Values

At World Land Trust we are committed to inclusion and respect to our employees, those who support us, and those whom we support.



WLT will always approach every situation in a **positive** way to find and communicate solutions, operating and communicating with **honesty**, remaining **focused** on our mission, and working in a **supportive** way with our staff, partners and supporters.

We treat everyone with respect and have particular regard for the 'protected characteristics' under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We have a zero-tolerance policy towards discriminatory language or actions that could create a hostile environment and we do not accept behaviour that amounts to harassment or exclusion of any individual.

Application Pack Job Description

Fundraising Assistant

Reporting To: Fundraising & Engagement Manager

Job Purpose

Supporting the Fundraising & Engagement Manager to deliver the Community Fundraising programme to drive the growth of WLT's income, providing the highest possible level of stewardship to our fundraisers whilst cultivating new ones.

Engaging with fundraisers daily providing excellent stewardship and developing solid and long-lasting relationships with these individuals, groups and companies. Delivering a first-class fundraising experience, giving them the tools, knowledge, and materials, they need to successfully achieve their fundraising goals and ensuring our fundraisers feel well-supported before, during and after their amazing endeavours.

Main duties and responsibilities:

- To support the Fundraising & Engagement Manager with delivering direct marketing projects including the development of stewardship communications.
- Build, manage and take responsibility for first-class and long-term relationships with prospective and current fundraisers through prompt, helpful, professional, and friendly contact via telephone, email, and postal correspondence to ensure they have the best experience at WLT.
- Process material requests from fundraising supporters, offering appropriate support while considering charity cost.
- Build strong relationships within the Development Department and across the organisation working collaboratively to offer the best stewardship journey to supporters and identify prospects for development.
- Attend a variety of events to engage with donors and cheer on fundraisers.
- Effectively use the central CRM database, and suite of MSOffice products to keep records current, complete and accurate and interrogate data to monitor progress towards personal, team and organisational objectives.
- Maintaining and updating fundraiser data on third-party fundraising platforms such as JustGiving
- Work with the CRM Manager to ensure compliance with data protection guidelines and fundraising policy.

The postholder will be expected to actively engage with, and promote, our workplace Values which are: Focused, Honest, Positive and Supportive.

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Person specification

Essential

- Able to demonstrate a logical and methodical approach and the ability to develop and implement processes and procedures
- Excellent organisational ability
- A strong team player who is flexible, enthusiastic, self-motivated, reliable and able to manage own workload to achieve objectives
- Excellent communication skills at all levels using various mediums, both inside and outside the organisation
- Excellent numeracy skills
- Computer literate, confident in the use of Microsoft Word and PowerPoint, ideally with Excel at an advanced level, along with basic analytical skills
- A positive attitude to all work requests, guidance and supervision with an acceptance and willingness to undertake training to develop personal and business skills

Desirable

- Experience of fundraising (corporate, major donor, events, legacies, appeals and/or community fundraising) or other relationship management
- Experience of working with CRM systems, ideally ThankQ and/or Raiser's Edge or a good understanding and experience of relational databases
- Understanding of database selection and segmentation procedures
- A clear understanding of data protection regulations and GDPR

How to Apply

Please log your details and upload your **CV and covering letter** using the link below.

<https://hr.breathehr.com/v/fundraising-assistant-31653>

If you have any questions not answered in this application pack please email Jobs@worldlandtrust.org.

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Interviews are expected to take place on Thursday 12 & Friday 13 October 2023

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Our Benefits:

Salary starting salary for this post is £20,000pa based on full-time hours, which are 35-hours per week (pro-rata for part-time hours).

Flexible working opportunities we know that our staff value the opportunity to enjoy a healthy work-life balance and so we build flexibility into the way we work from day one, including opportunities for hybrid working. The majority of our full-time staff are working on a 9-day fortnight basis, with one day off every fortnight, and we have recruited staff from across the country by enabling hybrid working, subject to any specific role requirements, but we do love having people in the office and think it's important to have some regular time working face-to-face too. We support those conversations with managers and do our best to accommodate individual requests alongside business needs. We are looking for the successful candidate for this vacancy to work from our offices at least one day per week and we'd love them to work more days in the office if they can, alongside some other key teams.

Annual leave we offer 33 days' annual leave (including Bank Holidays) plus an additional discretionary day each year to volunteer for a charity or community organisation of your choice.

A group personal pension scheme investing in companies that can demonstrate positive application of Environmental, Social and Governance (ESG) criteria, which ensures that our pension scheme operates in line with our Values [add link]. We also offer Pension Salary Exchange as a way of making tax-efficient contributions into your workplace pension.

Group life assurance whilst we hope our staff live long and happy lives, we want to give some peace of mind and this benefit provides a lump sum payment of 4x salary.

Occupational sick pay we keep our benefits under review and recently introduced occupational sick pay for staff from day 1.

Wellbeing our staff wellbeing is important to us and so alongside a Wellbeing policy, supported by an Employee Assistance Programme which includes access to counselling and a wellbeing helpline, we have provided opportunities for staff – and managers - to attend inhouse training to support their own wellbeing and those of their teams.

Cycle to Work Scheme we're currently working with a not-for-profit scheme provider to give our staff the chance to purchase a bike (including e-bike options) through a salary exchange scheme, which means you save the tax and NI that you would pay if you bought the bike directly from your next (after tax) pay giving savings of up to 47%!

Inclusion Inclusive Employers, a specialist organisation we're working with to ensure that we provide a welcoming and supportive environment for all staff where they can be the best they can be, introduced us to the Inclusion Passport. This means we start off with a conversation about what helps you to work best, feel included and be supported, which can encompass neurodiversity, frequent religious practice or menopause, as well as disability and gender reassignment.

Employee voice we know that there is always room to improve and so we work with a not-for-profit programme, 'Best Employers Eastern Region', to provide an annual, anonymised, employee engagement survey, using the results to guide our People Plan for the following

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year. We're proud of our staff participation rate and the effort they make to share their thoughts with us, as well as our consistently high levels of staff engagement.

Learning and Development we support growth and development within role and this forms part of regular conversations with staff, brought together in our annual Performance and Development Review (PDR). Retaining expertise and providing opportunities is something that's important to us and we have seen a number of staff move into new roles within World Land Trust.

But that's not the end of it! We keep our benefits under review and look for new opportunities to improve the employee experience.

Conditions of employment

To comply with the Immigration Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. **Applicants will need to be eligible to work in the UK.** We will ask to see a copy of an appropriate official document as set out in the UKBA guidelines and we are required to carry out a physical check of documents. Do not send anything now, further information will be sent to you should you be invited to interview.

All applicants are required to provide two satisfactory references, including their last employer. Details of referees would be requested on acceptance of an offer of employment.

All contracts are subject to a six-month probationary period.