

East London Mosque Trust

Candidate Information for the role of Fundraising Officer

The East London Mosque complex is large and very busy, with the number of users increasing year after year. A significant proportion of the costs of running our facilities and services comes through fundraising. Organising and managing fundraising activities and events places great demands on the Fundraising Team.

Working under the direction of the Senior Fundraising Officer, the Fundraising Officer need to be capable, responsible, trustworthy, and able to work independently. This post requires good organisational skills to ensure tasks are properly undertaken.

Key priorities

- Help develop digital fundraising
- Assist in organising fundraising events
- Carry out everyday fundraising activities

About the East London Mosque Trust (ELMT)

The East London Mosque is London's oldest Mosque, serving the UK's largest Muslim community. In 2004 its facilities were greatly expanded with the addition of the London Muslim Centre, which has hosted a wide range of ground-breaking services. The latest expansion, the Maryam Centre, opened in 2013 adding further prayer space, a Visitor Centre, and substantial facilities for women of all ages. Currently the main prayer hall is being extended, and recently the neighbouring Synagogue was acquired for future development.

The cost of the facilities has come mainly through the generous support of the public, who expect the employees of the ELMT to have the highest standards in their work and behaviour.

Our mission is to serve, educate and inspire.

Our vision is to see a world of God consciousness, respect, dignity and justice.

East London Mosque Trust

Job Description for the role of Fundraising Officer

Job title:	Fundraising Officer
Salary:	£21,753.76 - £25,624.82 per annum (ELMT scale D1 – D12)
Responsible to:	Senior Fundraising Officer
Job Purpose:	You will carry out everyday fundraising activities, including contacting donors, and support organisation of fundraising events. You will also help develop digital fundraising.

Fundraising Activities

You will support the planning, implementation, and review of all fundraising activities.

The Fundraising Officer will:

- Make calls to donors about their pledges, ensuring their details on the donation database are up to date.
- Produce and send out receipts to donors.
- Assist in the preparation, running and follow-up of fundraising events.
- Prepare publicity materials for fundraising campaigns.
- Help organise collections in the ELM and elsewhere, including the use of PDQ machines.
- Assist in the development of digital fundraising campaigns, using appropriate channels such as email, social media, website, etc.
- When required, recruit, develop and supervise fundraising volunteers.
- Support development of a community fundraising strategy.

Administration

An important part of your work will be keeping proper records and ensuring the smooth running of your activities and those of the wider ELMT.

The Fundraising Officer will:

- Keep accurate records of daily activity, i.e. timesheets, tasks, contacts, etc.
- Providing regular reports to your line manager as required.
- Service any committees or working groups as directed.

General

The East London Mosque Trust is an organisation that seeks to set the highest standards, and thrives through the 'added value' brought by employees and volunteers.

The Fundraising Officer will:

- Work flexibly and undertake any other duties agreed between you and your direct line management.
- Maintain and develop organisational culture, values and reputation with all staff, associates and external stakeholders
- Support projects of the ELMT and participate in multi-disciplinary cross-organisational groups and project teams.
- Attend staff, SMT and committee meetings when required.

You should, whenever possible, make yourself available for events or meetings outside normal working hours.

THIS JOB DESCRIPTION IS SUBJECT TO ANNUAL REVIEW AND ALTERATIONS MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE ORGANISATION.

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Person Specification for the role of Fundraising Officer

Candidates will be required to demonstrate evidence of all the essential criteria in the application form and interview.

1	Skills and Experience	
1.1	Planning and implementation of fundraising projects/events	E
1.2	Experience and understanding of using social media in digital fundraising	E
1.3	Excellent telephone and interpersonal skills	E
1.4	Ability to keep records effectively	D
1.5	Ability to communicate information to the public and other organisations by phone, email, letter, presentation and/or event	E
1.6	A polite and friendly approach with good telephone manners.	E
1.7	Good organisational skills	E
1.8	Good written and verbal communication skills	E
1.9	Ability to direct, inspect and record work of fundraising volunteers	D
1.10	Demonstrable knowledge of and skills in MS Office applications (Word, Outlook, Access, Excel)	E
1.11	Ability to use and manage website / social media for fundraising	D
1.12	Good knowledge of fundraising opportunities and trends	E
2	Personal Qualities	
2.1	Trustworthy and reliable	E
2.2	Ability to work under pressure	E
2.3	Ability to act on own initiative, dealing with any unexpected problems that arise	E
2.4	Reliable, discrete and self-motivated	E
2.5	Able to work as a member of a team.	E
2.6	Able to maintain and develop good working relationships with other bodies and organisations.	E
2.7	Sound knowledge of Islam and the British Muslim community.	D
3	Equality and Diversity	
3.1	Commitment to equality and diversity	E
4	Education and Training	
4.1	A-level (or equivalent)	E

E – Essential D – Desirable

East London Mosque Trust

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