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**Fundraising Job Advert Template**

**The charity’s mission**

*Begin your job description with your organisation’s vision and goals to inspire readers from the very start. Use powerful, positive language to convey the importance and impact of the work you do.*

**What the charity does and why it’s great to work there**

*Give an overview of your charity’s key projects and the support and services you provide. You may also want to include a short description of the workplace and culture. This is your sales pitch—keep it succinct and impactful. Consider adding a motivational question to draw in prospective candidates.*

**What is the role and its impact?**

*Charity candidates want to make a difference. In a sentence or two, give an overview of the role, what’s exciting about it and how it contributes to the charity’s mission.*

**Practical details**

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| Position | Fundraising Officer |
| Responsible to | Head of Fundraising |
| Location | Flexible and remote working is offered to all staff. We have an office in Vauxhall, London for those who wish to come into the office. |
| Hours | 35 hours per week (full-time), core hours of 10am–4pm |
| Salary | £30,000–£32,000 per annum |
| Annual leave and benefits | * 30 days annual leave (not including bank holidays) * Enhanced maternity and parental leave * Company pension scheme with matched contributions of 5% after 3 months * Healthcare cash plan * 24/7 Employee Assistance Programme * Long service leave entitlement after 3 years of service and 1-year unpaid sabbatical leave after 5 years of service * Career development loans |
| How to apply | Click the Quick Apply button below. You’ll be asked to submit a CV and answer a few short screening questions about your relevant skills and motivation.  First-round interviews will take place in the week commencing 14 November; final interviews are due to take place in the week commencing 21 November. |
| Close date | 14 October 2024. |
| Additional information | Please note, we’re actively reviewing applications and interviews will be held on a rolling basis. The ad may close early if a successful candidate is found.” |

**What are the responsibilities?**

*Summarise the post holder’s key tasks. It might help to focus on what they’ll do in a typical day or week, key projects and working relationships. Write in bullets and don’t list every single responsibility, just the most important ones. Use second-person pronouns (i.e. ‘you’) to help the reader imagine themselves in the role.*

**What are the requirements?**

*Specify the skills, behaviours or personal characteristics needed for the role. But* [*stick to the essentials*](https://www.charityjob.co.uk/recruiterinsights/essential-requirements/) *and avoid asking for years of experience or qualifications unless they’re absolutely vital. These are poor predictors of job performance and can put capable candidates off applying, reducing inclusivity.*

**Further information**

*For example, if you have an EDI policy or you want to encourage people who may not match all the criteria to apply, you should mention that here. You may also want to provide an expected timeline for getting back to candidates.*

This template was produced by CharityJob and the Chartered Institute of Fundraising. If you found it useful, check out more guidance and resources on the Chartered Institute’s website, and everything you need to know about recruitment on the CharityJob website: [www.charityjob.co.uk](http://www.charityjob.co.uk).