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| --- |
| Please complete and return this application form to: |
| **The Monitoring Officer, Concern Worldwide,**  **47 Frederick Street, Belfast, BT1 2LW** |
| **OR upload it to the relevant job section at** [**www.concern.net/jobs**](http://www.concern.net/jobs) |
| **OR email to** [**ukhrenquiries@concern.net**](mailto:ukhrenquiries@concern.net) |
| **Please note: CVs will not be accepted** |



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| Information pack for candidates for the post of: |
| **Community Fundraising Executive, Concern Worldwide (UK).** |

Please find enclosed an application pack for the above post, which contains the following items:

###### Section 1: Background to Concern Worldwide and the post

###### Section 2: Job Description

Section 3: Essential and Enhanced Criteria

Section 4: Vacancy Application Form

Section 5: Job Competency Form

Section 6: Monitoring Form

Section 7: Returning your application

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about Concern Worldwide, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.

2. You must complete sections 4 and 5 accurately and return them to Concern Worldwide by the date and time indicated below. You are also asked to complete a monitoring form (section 6).

**3. It is your responsibility to ensure that sufficient information is provided to enable a shortlisting panel to assess your suitability for this post. *Please show clearly in your application how you meet the essential and enhanced criteria.***

4. Applications, CVs and attached sheets:

* Applications must be printed out, signed and posted to Concern Worldwide at the above address **OR** fully completed applications can be uploaded to the relevant job application section on our website at [**www.concern.net**](http://www.concern.net) **OR** emailed to [**ukhrenquiries@concern.net**](mailto:ukhrenquiries@concern.net)
* **CVs will not be accepted – only applications submitted on this form will be considered.**
* Additional sheets will only be considered if they are a continuation of a section of the application form where there is insufficient room to include all the necessary details.

5. It is the responsibility of the applicant to ensure that sections 4, 5 and 6 are completed and returned by **10:00am on Monday 19th June 2017** (or by first post on this date for postal applications)**.**

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

**Thank you for your interest in Concern Worldwide**

Yours sincerely

**Peter Anderson**

Concern Worldwide

Northern Ireland Director

|  |  |
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| **SECTION 1:** | **BACKGROUND TO CONCERN WORLDWIDE (UK) AND THE POST OF COMMUNITY FUNDRAISING EXECUTIVE** |

**Community Fundraising Executive**

Concern Worldwide (UK) are looking for a driven and passionate full-time home or Belfast office based Community Fundraising Executive to help us raise the funds we need to tackle hunger and transform lives of the most vulnerable people in 26 of the world’s poorest countries.

Our new Community Fundraising Executive will be part of an enthusiastic team of four, taking the lead role in recruiting and stewarding individuals for our key sporting events, London Marathon and London Triathlon, and will use their own initiative to expand Concern’s portfolio of challenge events.

They will proactively develop and manage community fundraising activities from individuals, organisations and the FAST campaign in east Northern Ireland and GB.

They will work hard to achieve individual fundraising targets and play a key role in contributing to departmental income targets through developing relationships and providing effective supporter stewardship to generate and maximise income.

**Concern Worldwide**

Concern Worldwide is an international humanitarian organisation dedicated to tackling poverty and suffering in the world’s poorest countries. Tackling hunger is at the very heart of all that we do. People cannot reach their potential if they are malnourished. We can help provide education but children will not learn if they lack food. We can treat HIV and AIDS with antiretroviral drugs but a patient will not get better if they are hungry. We can give smallholders seeds and tools but farmers cannot work their land if they are starving. This is why Concern Worldwide now places the fight against hunger and malnutrition firmly at the core of everything we say and do.

By working in partnership with local communities, partners and local and national governments, we help some of the world’s poorest people transform their lives. Concern Worldwide’s programmes in 26 of the world poorest countries range from enabling people to grow their own food and sell their produce to provide an income, to increasing agricultural yields by using improved farming methods and drought resistant seeds and helping people to educate their children and improve their health and nutrition.

**Community Fundraising**

In 2015, Concern Worldwide (UK) implemented a three-year strategy which sees a shift in our community fundraising activities to a more people-focused approach but retaining key high-profile events such as the London Marathon, London Triathlon and Concern’s annual FAST campaign.

Community fundraising is an essential part of our voluntary income. The Community Fundraising Team is responsible for seeking new opportunities to generate and maximise income from individuals, engaging and motivating schools, churches and organisations to fundraise and supporting local Concern groups and Volunteer Ambassadors across Northern Ireland.

**For more information visit:** [**www.concern.net**](http://www.concern.net)

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| **SECTION 2:** | **JOB DESCRIPTION** |



JOB DESCRIPTION

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| --- | --- |
| **Post Title:** | **Community Fundraising Executive** |
| **Employer:** | Concern Worldwide (UK) |
|  |  |
| **Reports to:** | UK Community Fundraising Manager |
|  |  |
| **Direct reports:** | n/a |
|  |  |
| **Liaises with:** | UK Communications and Web team  UK Donor Care team  UK Data analysts  Other UK Fundraising teams |
|  |  |
| **Based At:** | Home or Concern Worldwide, 47 Frederick Street, Belfast BT1 2LW |
|  |  |
| **Start date:** | Tuesday 1st August 2017 or as soon as possible |

**OVERALL PURPOSE OF THE JOB:**

To engage with and inspire people and local communities, maximising Concern’s fundraising potential from individuals and organisations in the east of Northern Ireland and Great Britain, and through Concern’s key sporting events.

**KEY DUTIES:**

1. To be the primary relationship manager and manage all aspects of the London Marathon and London Triathlon, including marketing, recruitment, managing budgets and stewarding participants effectively to reach income targets.
2. To further expand Concern’s domestic challenge and sporting event portfolio in 2018
3. To develop and maximise income from individuals and organisations (churches, schools, clubs and societies fundraising) through third-party organised fundraising events and own-place sporting and challenge events e.g. Belfast Marathon, Lap the Lough, Climb for Concern etc.
4. To recruit and steward third-party and FAST fundraisers in NI and GB, developing long-term relationships with community fundraisers and volunteers to maximise income.
5. To successfully implement the Community Fundraising three-year strategy and annual operational plan through working collaboratively with colleagues and other teams to achieve monthly and annual objectives.
6. To respond quickly and effectively during emergency appeals, using phone, print and online media, working closely with colleagues in the Community Fundraising Team, and other teams, to maximise appeal income.
7. To achieve individual fundraising targets, and contribute to departmental income targets, by successfully managing and proactively developing community fundraising activities in Northern Ireland and GB, providing effective stewardship to generate and maximise income from these areas.
8. To manage and report on the monthly income and expenditure budgets for agreed activities, including KPI reports and analysing financial performance.
9. To represent Concern at public events, as required, ensuring a high standard of communication.
10. To maintain excellent relations with internal Concern departments and teams, manage relations with external service providers and undertake additional duties, as required.

**CONDITIONS OF APPOINTMENT**

Salary: Pay Grade 3b £24,031 per annum. Pension scheme is available.

This is a permanent, full time post.

The normal full-time working week is 35 hours.

It is the nature of this Community Fundraising role that normal working hours will involve evening and weekend work to meet the needs of the post. Occasional travel to Concern offices in London and Dublin is also required including occasional overnight stays.

Appointment will be subject to a six-month probationary period.

CODE OF CONDUCT:

Concern has a Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants, especially beneficiaries, from abuse and exploitation, and to clarify the responsibilities of Concern staff, partner organisations, and anyone engaged by Concern or visiting our programmes, and the standards of behaviour expected of them. In this context all Concern staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct of their work in accordance with Concern’s core values and mission.

Any candidate offered a job with Concern Worldwide will be expected to sign the Programme Participant Protection Policy and the Concern Code of Conduct as an appendix to their contract of employment. By signing the Programme Participant Protection Policy and the Concern Code of Conduct candidates demonstrate they have understood their content and agree to conduct themselves in accordance with the provisions of these two documents.

Any breach of the Concern Code of Conduct or the Programme Participant Protection Policy by employees of Concern Worldwide during the course of their employment will result in disciplinary action up to, and including, dismissal.

COUNTER-TERRORISM CLEARANCE CHECK:

Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on Concern ensuring that the names of any new employee or volunteer do not appear on terrorism lists generated by the European Union (List of person, groups and entities to which Regulation (EC No. 2580/2001 applies), the US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons) and the United Nations (Consolidated List).

Any offer of employment (either paid or voluntary) with Concern Worldwide will not be made pending a clearance check being conducted on the applicant. For additional information please consult our web site or contact the Human Resource Division in our Head Office.

By submitting a formal application for paid or voluntary employment to Concern, you agree to Concern carrying out a clearance check as outlined above and that Concern will not proceed to recruit you should your name appear on any of the aforementioned lists.

**Concern Worldwide is an equal opportunities employer and welcomes applications from all sections of the community.**

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| **SECTION 3:** | **ESSENTIAL SHORT-LISTING CRITERIA** |

1. Must have achieved a third level qualification **and** have at least 2 years’ experience in a fundraising or similar role i.e. sales and marketing (part time or full time)  
   **OR**have at least 3 years’ experience in a fundraising, sales or marketing role (part time or full time)
2. Clear evidence of a track record of achievements in professional fundraising, sales, marketing and/or customer care activities.

* Planning, promoting and delivering campaigns/projects/events to achieve targets
* Proactive recruitment of and stewardship of new and existing individuals and organisations to generate and maximise long-term sustainable income
* Coordinating multiple on-going priorities, showing effective management of workload under pressure and using your own initiative

1. Excellent communications skills to include:

* Strong presentation skills with experience of presenting to a variety of groups
* Excellent writing skills for print and on-line media
* Strong interpersonal skills to engage, lead and motivate people.

1. Proven ability to work towards and achieve financial targets, including managing income and expenditure budgets, and analysing and evaluating financial performance.

**ENHANCED SHORT LISTING CRITERIA**

Concern will shortlist only those candidates who appear from the information provided, to meet the essential requirements of this post, and may, in some circumstances, rely on enhanced criteria for shortlisting purposes.

**Enhanced criteria will be based on**

* Having achieved a third level qualification in a relevant subject such as marketing, communications or business.
* Additional years’ voluntary sector experience and/or direct experience in managing a territory, project or area in a sales or fundraising role.

So, for example, if a prohibitively high number of candidates meet the minimum shortlisting criteria, those who can demonstrate the enhanced criteria will be shortlisted.

**PLEASE NOTE:**

It is essential that applicants fully describe in the application form how they meet the experience and qualities sought. It is not appropriate simply to list the various posts that have been held. Assumptions will not be made from the title of posting(s) as to the skills and experience that may or may not have been gained.



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| **SECTION 4:** | **VACANCY APPPLICATION FORM** |

* Please **type** or write clearly in **black ink** in **block capitals**
* All information will be treated in confidence and will be used by Concern Worldwide to assess your suitability for the post
* Candidates will be short listed on the basis of information contained in this application and checklist

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| **Post Applied for:** | **COMMUNITY FUNDRAISING EXECUTIVE, Concern Worldwide (UK)** |
| **Reference:** | **CFRE\_BEL2017** |
| **Closing Date:** | **10:00am Monday 19th June 2017** |
| **Where did you see post advertised?** |  |

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| **PERSONAL INFORMATION** | | | |
| **Family Name:** |  | | |
| **Forename(s):** |  | | |
| **Address:** |  | | |
|  | | |
|  | | |
|  | **Postcode:** |  |
| **Day Tel:** |  | | |
| **Evening Tel:** |  | | |
| **Mobile Tel:** |  | | |
| **Email:** |  | | |
| **National Insurance No:** |  | | |
| **It is essential that the post holder is able to travel extensively, can you demonstrate how you will meet the travelling/mobility criteria of this role?** | | | |
|  | | | |
| **Have you ever been convicted of a criminal offence?**  [Exclude convictions which are spent under the  Rehabilitation of Offenders (NI Order 1978)] | | **YES / NO** (Please delete as appropriate) | |

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| **QUALIFICATIONS AND TRAINING** | | |
| **Type of Exam (GCSE, NVQ, A Level, Degree etc.)** | **Subject** | **Grade / Result** |
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[Please attach additional sheet if required]

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| **EMPLOYMENT HISTORY** | | | |
| **Present employer** | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | **Job Title and summary of main duties and responsibilities** | **Reasons for leaving** |
| **From:**  **To:** |  |  |  |
| **Current Salary:** |  | **Current Notice Required:** |  |
|  | | | |
| **Previous Employment** | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | **Job Title and summary of main duties and responsibilities** | **Reasons for leaving** |
| **From:**  **To:** |  |  |  |
| **From:**  **To:** |  |  |  |

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| **Previous Employment *continued*** | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | **Job Title and summary of main duties and responsibilities** | **Reasons for leaving** |
| **From:**  **To:** |  |  |  |
| **From:**  **To:** |  |  |  |

[Please attach additional sheet if required]

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| **REFERENCES** | | | |
| All offers of employment are subject to receipt of satisfactory references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post. | | | |
| **First Referee:** | | **Second Referee:** | |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  | **Postcode:** |  |
| **Tel:** |  | **Tel:** |  |
| **Email:** |  | **Email:** |  |
| **Occupation:** |  | **Occupation:** |  |
| **Relationship**  **to you:** |  | **Relationship**  **to you:** |  |

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| **DECLARATION** | | | |
| I declare that the information on this form and any attachments is correct and complete.  I understand that to withhold, falsify or omit any relevant material fact(s) will lead to disciplinary action, including dismissal in the case of a successful applicant. I authorise the verification of any or all of the information listed on this form and any attachments. | | | |
| **Signature:** |  | **Date:** |  |

***If you are submitting your application online or by email please print your name in the signature box.***

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| **SECTION 5:** | **JOB COMPETENCIES** |

**Short listing Criteria - Job Competencies**

Concern Worldwide (UK) will shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability.

It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the Shortlisting Criteria and possible Enhanced Shortlisting Criteria as provided in Section 3 of this document**.**

To meet the shortlisting criteria, applicants must demonstrate experience and competency in the following areas:

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| 1. Must have achieved a third level qualification **and** have at least 2 years’ experience in a fundraising or similar role i.e. sales and marketing (part time or full time) **OR** have at least 3 years’ experience in a fundraising, sales or marketing role (part time or full time) |
|  |

***(Max 250 words)***

|  |
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| 1. Clear evidence of a track record of achievements in professional fundraising, sales, marketing and/or customer care activities (as listed in Section 3 of this information pack). |
|  |

***(Max 600 words)***

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| 1. Excellent communications skills (as listed in section 3 of this information pack) |
|  |

***(Max 600 words)***

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| 1. Proven ability to work towards and achieve financial targets, including managing income and expenditure budgets, and analysing and evaluating financial performance. |
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***(Max 250 words)***

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| Enhanced shortlisting criteria – Please outline how you meet the enhanced shortlisting criteria in section 3 |
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***(Max 250 words)***

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| **SECTION 6:** | **EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM – CFRE\_BEL2017** |

Concern Worldwide (UK) is committed to promoting equality, diversity and an inclusive and supportive environment for staff and volunteers.

In particular Concern Worldwide will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment. The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

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| **REQUEST FOR INFORMATION** | | | | | | | |
| **Post Applied for:** |  | | | | | | |
| **Date of Birth:** |  | | | **Gender:** | **FEMALE / MALE**  (Please delete as appropriate) | | |
| **Disability:** | **YES / NO** (Please delete as appropriate)  You should declare a disability if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, intellectual, dietary, communicative, psychiatric, allergic, or any other impairment. | | | | | | |
| **Health:** | Do you have any medical condition that could significantly affect your performance of the duties of the post for which you are applying?  **YES / NO** (Please delete as appropriate) If **YES**, please give details: | | | | | | |
| **Religion:** | **I identify myself as:** (please tick or place an ‘x’ in the box) | | | | | | |
| **Catholic:** |  | **Protestant:** | |  | **Other:** |  |
| **Nationality:**  (Please specify) |  | | | | | | |
| **Ethnicity:** | You are asked to classify yourself in the category, which you feel most nearly describes your origin. If none of the specific groups are suitable please mark the relevant **Other** and **specify your ethnicity**.  **I would consider my ethnic origin as:** (please tick or place an ‘x’ in the box) | | | | | | |
| **Indian:** |  | **Pakistani:** | |  | **Bangladeshi:** |  |
| **Other Asian:** |  | **Caribbean:** | |  | **African:** |  |
| **Chinese:** |  | **White – British:** | |  | **White – Irish:** |  |
| **Other White Background – please specify:** | | | |  | | |
| **Other Ethnic Background – please specify:** | | | |  | | |

***Thank you for your cooperation in completing this form.***

***Concern Worldwide (UK) is an Equal Opportunities Employer.***

|  |  |
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| **SECTION 7:** | **RETURNING YOUR APPLICATION** |

**IF YOU ARE RETURNING YOUR APPLICATION FORM BY POST:**

Please place this Monitoring Form (Section 6) in a separate envelope marked **Monitoring Form** and return with completed Sections 4 and 5 to:

**The Monitoring Officer, Concern Worldwide, 47 Frederick Street, Belfast, BT1 2LW**

This Monitoring Form (Section 6) will be kept separate from Sections 4 and 5 and kept confidential. It will only be used for monitoring purposes and will not be used or seen by the shortlisting or interview panel.

**IF YOU ARE RETURNING YOUR APPLICATION FORM VIA OUR WEBSITE OR BY EMAIL:**

**NB** Please return **ALL** pages as one document.

If you are returning your application via our web site, please upload your complete application document to the relevant job application section at [www.concern.net](http://www.concern.net). If you are returning your application by email, please send your complete application document to [ukhrenquiries@concern.net](mailto:ukhrenquiries@concern.net). This Monitoring Form (Section 6) will be detached from Sections 4 and 5 and kept confidential. It will only be used for monitoring purposes and will not be used or seen by the shortlisting or interview panel.

**ALL APPLICATIONS MUST BE RECEIVED BY 10:00AM MONDAY 19th JUNE 2016**

(Or if posting - by first post on this date)

* Late applications will not be considered
* Applications that are not fully completed will not be considered
* CVs will not be considered

**Interviews will be held on Monday 3rd and Tuesday 4th July 2017**

If you have any queries about anything in this information pack please contact Community Fundraising Manager Suzi McIlwain before 9thJune 2017:

Suzi McIlwain,

Concern Worldwide,

47 Frederick Street,

Belfast,

BT1 2LW

Telephone: 028 9033 1100  
Email: suzi.mcilwain@concern.net