

**Fundraising Officer (Full-Time)**

**Job Summary**

**Hours:** 37.5 hours per week for 12months. (Temporary position)

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Redeeming Our Communities (ROC) is looking for a temporary full-time Fundraising Officer to support ROC’s growing work in Northern Ireland.

ROC is a national charity with a mission to ‘*empower people of goodwill to work together for safer, stronger communities*’. Our mission is to transform the UK from the grassroots up. We inspire, train and support volunteers to tackle local social issues such as mental health, youth anti-social behaviour, elderly isolation, family breakdown and the rising cost of living.

Working for ROC is exciting, rewarding and full of variety. This new role is an excellent opportunity for someone with good attention to detail and excellent communication skills who is exploring a fundraising career in the charitable, community and voluntary sector.

You will need to be confident and personable, with good communication and IT skills as well as a ‘can-do’ attitude and ability to get things done. The full-time role has a strategic fundraising focus with the aim of maximising financial sustainability for ROC's work in Northern Ireland. The Fundraising Officer will build on the significant achievements of recent years, which has seen ROC expand reach and enhance impact as a community engagement charity. The role involves developing new income streams and cultivating a robust donor base to foster successful, long-term relationships.

The post commences on 6th January 2025 for one-year and is fully funded by the Rank Foundation. An essential component of the role is the training and development opportunities on the Time To Shine programme. You will be required to actively participate in all learning, networking and conference events which will require, on occasion, travel across the UK. Please read the accompanying ‘Time To Shine 2025 Candidate Guide’ for further details on the learning and development programme.

The Fundraising Officer role is a unique opportunity to build your experience as well as grow your knowledge of fundraising, the sector and the wide range of issues affecting communities.

**Responsibilities & Duties:**

* To work with the Northern Ireland Development Manager creating and implementing a fundraising strategy to support ROC’s work in Northern Ireland.
* To research new grant funding opportunities and work with the NI Development Manager in making applications to appropriate grant funds.
* To work with new contacts and partners, including churches and faith-based organisations, community organisations and corporate partners as well as ROC project partners and Action Groups to increase ROCNI’s supporter donor base.
* To maintain donor supporter contact spreadsheets and keep accurate records of fundraising activities.
* To explore and implement new funding income streams including corporate support, fundraising events and activities.
* To work collaboratively with the ROC team locally and nationwide.
* To actively participate in the Rank Foundation’s Time to Shine programme as well as in ROC’s learning and professional development training opportunities.
* To carry out any other duties as required by ROC and to act in a manner that is in keeping with ROC’s values.

**Personal Specification:**

We’re looking for a competent, enthusiastic Fundraising Officer to join our ROC Northern Ireland staff team. You will need to have:

* Excellent communication skills
* Strong interpersonal skills
* Competency using IT
* Highly motivated, able to work independently and as part of a team.
* Willing to actively participate in the learning and training development opportunities with Rank Foundation which will include travel within the UK and possible overnight stays.

We are particularly interested in candidates with experience, in a paid or voluntary capacity, of handling confidential data as well as fundraising experience, including events and grant applications. This is not essential however.

**The application process**

Recruitment for the Fundraising Officer Role will take place throughout October 2025. Interested applicants, should email northernireland@roc.uk.com for an application pack including job description and personal specification.

Candidates to submit a CV and cover letter outlining how you meet the Personal Specification via email to the NI Development Manager, Keeva Watson, at northernireland@roc.uk.com by 12noon on Thursday 31st October 2024.

Interviews are planned to take place online via zoom on the afternoon of Tuesday 5th November 2024. Subject to references, the successful candidate will commence the role on Monday 6th January 2025.

Thank you for considering applying to the new Fundraising Officer role, we look forward to receiving your application. Please do not hesitate to contact the ROC Team on 02890351020 or via northernireland@roc.uk.com with any questions or queries.

Keeva Watson

ROC Northern Ireland Development Manager