



# **Fundraising Officer**

## **Part time**



## **About PIPS:**

PIPS Suicide Prevention Ireland Charity is here to provide counselling and befriending support to individuals who are experiencing or have experienced suicidal thoughts or mental unwellness. PIPS Charity also provides support to families and friends who have been touched by suicide.

Our life saving services provide direct support to individuals who are in need. We offer a free, confidential counselling service, with no restriction on the number of sessions provided. We also offer a crises walk in service in Belfast and a crisis telephone service at other locations during our opening hours.

## **Background:**

PIPS Charity seeks to deliver Suicide Prevention and Bereavement Support Services including Counselling, Crisis Support, Complementary Therapies, Befriending, one to one sessions, mentoring and support groups, sign posting to support organisations and home visits across Belfast and throughout Northern Ireland.

The organisation's origins are linked to the unfortunate tragedy of 14 young people taking their own lives over a short period of time and the coming together of a range of stakeholders compelled to try to address the issue. The organisation began, and very much remains, a community led organisation with a strong grass roots led ethos to suicide prevention and self-harm.

PIPS Charity understands that everyone is different, and we need to be able to offer an appropriate service to cater for individual needs. PIPS Charity is one of the few, if not the only suicide prevention organisation that offers an open door service with no appointment needed.

Since our foundation we have strived to combat the high levels of suicide throughout the various communities in Ireland by providing help and support to those families bereaved



through a suicide or self-harm. We do this through the delivery of suicide prevention and bereavement support services, 1 to 1 counselling, befriending services, advocacy support and complimentary therapies and our client led 'no appointment needed' service. This 'no appointment needed' approach ensures there is always someone to contact for a chat when a person might feel vulnerable, might be at risk of suicidal behaviours or is simply in need of assistance. PIPS is their light in the dark.

When a person comes to PIPS for help, they will be spoken to immediately and a stay safe/support plan will be put in place. We have an open door policy; you will not have to wait days or weeks to see a counsellor/therapist. In addition to providing this immediate support, PIPS acts as a gateway to other services. We provide a wrap-around service so that nobody feels alone.

PIPS also provide a range of bespoke training programmes in the form of workshops, which raise awareness and provide individuals with intervention tools and knowledge on topics such as suicide prevention, self-harm, eating disorders, self-care and befriending. To date, these programmes have been delivered throughout Northern Ireland to a wide range of groups, including coaches, secondary school students, universities, charities, community activists and a range of private businesses.

We're extremely lucky to be supported by the community over the years. People have carried out numerous events and fundraising activities, giving us the vital funds that allow us to keep our doors open, and continue providing these necessary life-saving services. We as a charity do not receive any core funding and are able to stay open and functioning by every person in the street who lends a hand.

As the demand for our services continues to grow, the community support and belief in our services has never waned and it is only through the generosity of members of the public and sponsors that we are able to continue our services.

Here at PIPS Charity, we can guarantee that families who have lost loved ones and people in crisis will always be at the heart of our work and their needs will always be paramount in our service delivery.

## **PIPS Vision & Mission**

### **Our Vision**

Our vision is to be recognized for the contribution we can make to preventing the loss of life, supporting families and helping building hope within our community and we do this by striving for a compassionate Society free from suicide.

### **Mission**

We help individuals, families and organisations who have been affected by suicide or mental un-wellness, and we do this by:

- Providing support and counselling services in an accessible and non-judgmental space for individuals to understand themselves and to better navigate their personal path in life
- Providing a neutral, compassionate and supportive environment by offering a space for peer groups to share their experiences of emotional challenges
- Working with organisations to nurture a culture of awareness and understanding of mental wellness, by providing specialist training and volunteering opportunities
- Working with local communities and government bodies to influence societal change with the aim to advance the understanding of suicide and mental wellness within Ireland

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Fundraising Officer</b>
<b>Reporting to:</b>	Fundraising Manager
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	22.5 hours per week
<b>Shift Pattern:</b>	Flexible to suit needs of the role
<b>Salary:</b>	£25,136 (Pro-rata) per annum

### **Executive Summary:**

We are searching for an experienced Fundraiser Officer to work alongside the Fundraising Manager to ensure that fundraising activity is implemented and co-ordinated to deliver targets and increase income in line with PIPS strategic plans. This will be achieved by co-ordinating fundraising activities and building good relationships with prospective donors and clients across multiple sectors. You should be well organised, proactive, and can inspire those around you.

### **Key Responsibilities:**

- Support the promotion of PIPS mission and values in working towards achieving our aims and objectives.
- To undertake your duties to achieve set objectives and KPI's.
- To be an ambassador for PIPS and develop and maintain effective relationships with both internal and external stakeholders.
- Develop and co-ordinate a programme of face to face fundraising and other activities to raise PIPS profile, brand and awareness.
- Deliver fundraising and other activities to contribute to the delivery of annual fundraising budgets, targets and plans within the community.
- Support the development of Corporate Partnerships.



- To represent PIPS to organisations, schools and other potential stakeholders.
- Respond to enquiries from the public and volunteers effectively.
- Any other reasonable management request.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs (Grade A – C) or equivalent in English language and Maths.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>1 year’s demonstrable experience gained within the last 3 years in fundraising to generate income.</li> </ul>	Experience of working in a charity.
<b>Skills and Attitudes</b>	<ul style="list-style-type: none"> <li>Superb customer service skills with the ability to provide excellent supporter care.</li> <li>A talent for building and nurturing great working relationships.</li> <li>A flexible approach and positive outlook.</li> <li>An engaging and inspiring individual.</li> <li>Confident and skilled in all aspects of communication.</li> <li>Excellent IT skills – particularly Microsoft Office, Canva or other design software.</li> <li>Enthusiastic and self-motivated.</li> <li>Experience of using CRM databases would be advantageous.</li> <li>Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work.</li> <li>Flexible attitude towards working hours to meet clients’ needs and as demanded by requirements of the job.</li> </ul>	
<b>Driving</b>	To apply for this role, you must have a full driving licence and access to a motor vehicle, or a means to transport.	



## **Application Details**

The closing date for Application Forms is **11<sup>th</sup> April 2025 at 12 noon**. Applications received after this will not be considered.

Completed Application Forms along with the Monitoring Form should either be emailed to [liz@pipscharity.com](mailto:liz@pipscharity.com) or sent by post, or delivered by hand to:

PIPS  
279 Antrim Road  
Belfast  
BT15 2GZ

**(Applications received in the previous six months will not be considered for this post)**



## **We offer you:**

- **Competitive Salary**
- **Enhanced Sick Pay – 6 Months full Pay & 6 Months Half Pay**
- **28 Days Annual Leave**
- **11 Paid Bank & Public Holidays**
- **Carryover of 5 Annual Leave Days**
- **TOIL**
- **Compassionate & Bereavement Leave**
- **Occupational Health Service**
- **Employer Pension Contributions**
- **Private Health Care**
- **Flexible Working Hours**
- **Comprehensive Induction & Support**
- **On The Job Learning**
- **Car Mileage Scheme**
- **Family Friendly Policies**
- **Free External Counselling Service**
- **Learning and Development Opportunities**
- **External Paid Training**