

## Friends of the Earth – Job Description

<b>Job title</b>	<b>Individual Giving Assistant</b>
<b>Reporting to</b>	<b>IG Supporter Experience Manager</b>
<b>Team</b>	<b>Individual Giving</b>
<b>Hours of Work</b>	<b>25</b>
<b>Salary</b>	<b>Living Wage – Regional based £9.50 per hours London Living Wage based £10.85 per hour</b>

### Purpose of the role

#### **About Race for Nature’s Recovery**

This role is a placement created through ‘**Race for Nature’s Recovery**’. Race for Nature’s Recovery is a new project coordinated by Action for Conservation, Generation Success, Students Organising for Sustainability and Voyage Youth, and supported by the Esmee Fairbairn Foundation, Synchronicity Earth and the Department for Work and Pensions. The project aims to place 125 young people, aged 16-24, from backgrounds currently underrepresented in the environmental sector, into meaningful Living Wage work placements at over 40 leading environmental and sustainability organisations across the UK, including Friends of the Earth.

This unique opportunity will enable young people from backgrounds currently underrepresented by the sector to gain meaningful employment in the environmental sector and shape a more inclusive movement at this pivotal point in time. Successful applications will join a training cohort of other young people in the programme and undertake formal training alongside their placement focussed on sector-specific skills and knowledge and general employability skills. Young people will also receive 1:1 mentoring aimed at progressing key personal and professional development aims throughout their placement in addition to access to tailored networking and employment support.

In order to be eligible for a placement, you must be:

- 16-24 years old
- Currently on universal credit

In order to encourage diversity and inclusivity within the environmental sector in line with the project’s aims, we particularly welcome applications from young people who meet at least one of the following:

- Young people living in economically deprived areas of the UK\*
- Non-graduates

\*Note – to check whether or not you live in an economically deprived area, you can enter your postcode here to get an index of multiple deprivation figure (1 = low, 10= high): <https://imd-by-postcode.opendatacommunities.org/imd/2019>.

Friends of the Earth is an environmental campaigning community dedicated to the wellbeing and protection of the natural world and everyone in it.

This role will give you the experience and understanding you’ll need to start a career in the charity sector, in particular Individual Giving and Events fundraising and give you an insight into effective project management. You will gain skills in creative writing and content development, analysing results and data, using databases, data protection and how to work effectively with processes across multiple teams. Although no qualifications are available in this role, you will be encouraged to attend ad-hoc training and seminars throughout the placement, for which we have a small

budget. You will also get a unique insight into how an environmental campaigning organisation, like Friends of the Earth operates.

### Key responsibilities and tasks

- To support the Individual Giving Officers in administration of fundraising projects and facilitate working with other teams across Friends of the Earth with day-to-day tasks.
- Tasks include: learning to report on fundraising results, processing invoices from suppliers, drafting briefing documents for projects, supporting the team to create data selections, writing Thank You letter templates, communicating with other teams on email and Instant Messaging, updating our online donation pages, managing the stock for our fundraising projects, like Bee Saver Kits.
- To support the Individual Giving Officers and Supporter Care Officer in administration of DIY fundraising events.
- Tasks include: helping to provide an excellent experience for supporters who are taking part in a fundraising event for Friends of the Earth, adhoc data input and administration, supporting the team with call listening to ensure compliance, stewarding supporters through their events.
- Contribute to the Individual Giving team's work to deliver a fundraising programme that generates an annual income of £6.8 million to power Friends of the Earth's campaigns to protect people and planet.

***You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.***

### Person specification

#### Essential:

- Enjoyment of working with people and desire to build people skills.
- Ability to work independently and motivated.
- Ability to communicate well with others, good computer skills and attention to detail.
- Interest in working in a charity or fundraising.
- Good numeracy skills.
- Ability to work well in a team.
- Good level of organisation and time management skills, and able to work on multiple projects at once.
- Positive, can-do attitude.

#### Desirable:

- Any previous experience in fundraising, including taking part in your own fundraising activity, or experience in dealing with the general public (e.g. customer service) will be an advantage, but not a necessity
- An interest in environmental campaigning and/ or social justice (Should this be in desirable)
- Previous experience of working with data or information. Either with spreadsheets or a database system

Our Values	
Ability to demonstrate, understanding and apply our values.	
<b>Integrity</b> - We demonstrate integrity throughout everything we do, internally and externally.	
<b>Impact</b> – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.	
<b>Leadership</b> – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.	
<b>Focus on Friends</b> - To build our influence we put new and existing ‘friends’ at the heart of our work.	
<b>Accountability</b> - We hold ourselves and other to account for our work and how we work.	
<b>Learning and Enquiring Mindset</b> - We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.	
<b>Date approved</b>	February 2021
<b>Date reviewed</b>	February 2021

*This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.*

*The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.*

The application process for this role is as follows:

1. Complete application form
2. Invite to interview
3. Test – basic numeracy and communication skills
4. Online interview (please dress as you feel most comfortable)
5. Decision communicated to applicants

Friends of the Earth offers a wide range of benefits to their employees, including:

- Flexible Working
- Generous annual leave allowance
- Living Wage
- Loans, including: financial hardship loan, season ticket loan
- Employee Assistance Programme
- Dependants Leave
- Access to Headspace app
- Access to free life coaching with More Happi
- Childcare vouchers
- Free flu vaccinations and eyecare vouchers