



Fundraising & Communications Officer

(3 days/ week maternity cover – 12-month contract)

Context

INTO Giving is a UK and US registered charity working globally to help disadvantaged and impoverished children

- » **Into school**
- » **To stay in school**
- » **To do better at and complete school**
- » **To receive a solid and meaningful education that helps them improve their lives**

INTO Giving is the charitable offshoot of INTO University Partnerships (IUP), which has more than 1,800 employees and, every year, more than 12,000 students from more than 100 countries across the world. The charity educates these audiences on the power of philanthropy, how it shapes people - particularly young people - as individuals, and how it shapes communities and global society.

We raise awareness of our work and opportunities to engage in philanthropy through presentations at universities, IUP publications, the charity's website and e-newsletter, and through social media. This has resulted in thousands of young people and IUP staff shaping a better idea of philanthropy, its ease and its power, and engaging in fundraising and other activities that help some of the most disadvantaged children have access to and stay in education.

Please visit our website www.into-giving.com for details of who we help and how.

Requirements

The successful applicant will be educated to degree level or equivalent and will be experienced at writing and editing high quality, accurate, fundraising content, specifically direct marketing appeals. You will have strong relationship building skills, be an excellent communicator and possess a strong organisational ability and show a meticulous attention to detail. With at least three years' experience in fundraising and digital communications you will demonstrate initiative and work well under pressure. Experience in web editing (specifically Django CMS or similar) is desirable but is not essential as training will be provided.

This is a fixed term role for approximately 12 months.

Salary

Hay Band C: £22,767 – £29,597 (pro rata) contingent on experience

Application Process

Please refer to the job description for this post for the necessary skills and experience required. Email your CV along with a covering letter stating why you are suitable for the role and where you saw it advertised to: Matt Webster at HQ.career@intoglobal.com

Closing date: 15 July 2019



Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

The post is based in Brighton, UK. Occasional travel within the UK may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

For further details and a full job description see <http://www.intohigher.com/jobs>

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.