

# Application Form

**Closing date for applications:**

**No later than 12 noon (UK time) on
Monday 21st November 2024**

Community fundraiser for tinylife

Applicants may complete the application form online.

Handwritten application forms must be completed in legible, block capitals using black ink.

## Overview Job overview

**Job Title & Hours**: Community Fundraiser – 37 hours

**Salary**: NJC 15-20 (£27,803 - £30,296)

**Reporting to**: Head of Fundraising and Communications

**Job Purpose:**

As a Community Fundraiser at TinyLife, you will be responsible for developing, managing, and promoting fundraising events and activities to maximise income and raise awareness of the charity’s work. You will engage with the local community, inspire new supporters, and build relationships with existing donors and volunteers to drive fundraising efforts.

**Key Responsibilities:**

* Organise and coordinate fundraising events and activities to meet agreed income targets.
* Develop new and imaginative ways to generate funds.
* Engage with and inspire local supporters, building long-term relationships.
* Recruit, organise, and manage volunteers for various fundraising activities.
* Deliver on fundraising campaigns both online and in-person.
* Raise awareness of TinyLife’s mission within the community and at a national level.
* Ensure compliance with health & safety, safeguarding, and GDPR requirements.

**Essential Criteria:**

* **Education**:
5 GCSEs including Maths and English at grade C or above (or equivalent).
* **Experience**:
	+ At least 1 year of experience working in a sales or marketing role, including administrative responsibilities.
	+ Proven ability to organise and prioritise tasks effectively in a fast-paced environment.
	+ Strong attention to detail and high levels of accuracy.
	+ Excellent interpersonal, verbal, and written communication skills.
* **Skills**:
	+ Competent in the use of Microsoft Office applications (Excel, Word, PowerPoint).
	+ Full driving licence and access to a vehicle for work-related activities.

**Desirable Criteria:**

* Experience in recruiting, managing, and supporting volunteers.
* Previous experience in planning and delivering successful community fundraising events.
* Experience in digital marketing or managing web-based fundraising campaigns.

**Benefits:**

* 25 days annual leave plus 12 statutory days (pro-rata).
* Enhanced pension contribution up to 6%.
* Westfield Health Care Package (available after 9 months).
* Flexible working options, including hybrid working, subject to business needs.

## Part 1: Personal details

|  |  |  |
| --- | --- | --- |
| **Title** |  |  |
|  |
| **­­Forename** |  |  |
|  |
| **Middle name(s)** |  |  |
|  |
| **Surname** |  |  |
|  |
| **Former surname(s)** (if applicable) |  |
|  |
| **Address** |  |  |
|  |
| **Town** |  |  |
|  |
| **County** |  |  |
|  |
| **Postcode** |  |  |
|  |
| **Do you hold a valid driving license** |  |  |
|  |
| **Do you have access to a car or other form of transport to enable the post holder to carry out the duties associated with the post?** |  |  |
|  |
| **Please provide details of where you can be contacted during working hours:** |
| **Email address** |  |  |
|  |
| **Mobile** |  |  |
|  |
| **Telephone** |  |  |

## Part 2:Employment history

**Only** the information provided by you in Part 2 and Part 3 will be provided to the selection panel who will determine your suitability to progress to the next stage.

**Education history**

Detail all your education and qualifications

|  |  |  |
| --- | --- | --- |
| **Dates: month/year** | **Qualification**  | **Result** |
|  |  |  |

**Employment history (start with present/most recent employer)**

Detail all your employment/self-employment (and unemployment).

|  |  |  |
| --- | --- | --- |
| **Dates: month/year** | **Name and address of employer** | **Job title** |
|  |  |  |
|  |



## Part 3:Eligibility and shortlisting criteria

**Eligibility criteria -** Applicants must provide evidence in their application form which demonstrates that they satisfy the following criteria.

To meet the requirements of the role, candidates must demonstrate at least three years recent***\**** experience of the following in their application:

**Recent\* in this context is defined as applicants demonstrating at least three years’ experience gained within the last eight years.**

|  |
| --- |
| 1. Please demonstrate recent\* experience of at least two of the following:
* Working withing a role with an income, marketing or sales target.
* Experience of events, planning, organising and delivery of events
* Donor/customer relationship administration and management
* Working within a team to achieve individual, team and wider organisational goals

[500 words max.] |
|  |

|  |
| --- |
| 1. Please demonstrate your recent\* experiences or having to work in a fast paced environment, outlining your skills in co-ordinating, prioritising and organising tasks.

[500 words max.] |
|  |

|  |
| --- |
| 1. Please demonstrate recent\* experiences of strong written and oral communication and presentation skills, using information to create communications for diverse audiences

[500 words max] |
|   |

|  |
| --- |
| 1. Please demonstrate recent\* experience of developing and maintaining effective relationships, working with customers, suppliers and stakeholders or delivery partners.

 [500 words max] |
|  |

|  |
| --- |
| 1. Please provide any further relevant details to demonstrate how you meet the essential criteria for this role. Additionally, include relevant information that supports your application in relation to the desirable criteria.

 [500 words max] |
|  |

## Part 4:Further information

### Test / interview / offer of appointment adjustment requirements

As an Equal Opportunity Employer, we wish to ensure that all applicants have the opportunity to perform to the best of their ability in either a test or interview situation. We also wish to be able to consider any reasonable adjustments you may require should you be offered an appointment.

|  |
| --- |
| Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for test/interview or take up an offer of appointment. **We will only advise test administrators or selection panel of adjustments they NEED to know about in managing test or interviews.** |
|  |

## Part 5:Declaration

1. I have read and understood the information provided.
2. I undertake to inform in writing of any change in my circumstances which may occur between the date of my application and any possible date of appointment.
3. The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, will face disciplinary actions which may include dismissal.
4. I agree that TinyLife may store and then dispose of my Access NI disclosure certificate, by secure means, after a decision on my application has been made.

|  |  |
| --- | --- |
| Signed: |  |

## Part 6: Instructions for submission

### Please return this form to Ciara@tinylife.org.uk or delivery/post a printed copy of this form to TinyLife, Unit A5, 17 Heron Road, Belfast, BT3 9LE

**Your application must be received no later than: 12 noon (UK time) on 21st November 2024.**

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## Part 7: Equal opportunities monitoring

### In confidence (return with your application form)

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

**Please ensure that you read the notes for guidance in the Candidate Information Pack before you complete this part of your application form.**

It is the policy of TinyLife to ensure that all eligible persons have equal opportunity for employment and advancement in TinyLife on the basis of their ability, qualification and aptitude for the work. TinyLife selects those suitable for appointment solely on the basis of merit without regard to an individual’s disability, race, age, gender or religious belief. Monitoring is carried out to ensure that the equal opportunity policy and is effectively implemented.

### Gender

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Male |  |  | Female |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance number**Please provide your National Insurance |  |  |  |  |  |  |  |  |  |

### Community background

Please indicate your community background by ticking the appropriate box below:

|  |  |
| --- | --- |
|  | I have a Protestant community background. |
|  |  |
|  | I have a Roman Catholic community background. |
|  |  |
|  | I have neither a Protestant or Roman Catholic community background. |

### Disability

The Disability Discrimination Act (DDA) defines disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities"..

Do you consider yourself to have a disability? (Please tick one box below)

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

### Race

Please tick or place an X in one box below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | White |  | Black African |
|  |  |  |  |
|  | Black Caribbean |  | Bangladeshi |
|  |  |  |  |
|  | Chinese |  | Black other |
|  |  |  |  |
|  | Pakistani |  | Indian |

Are you a member of a Mixed Ethnic Group?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

Are you a member of the Irish Travelling Community?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If you are of other ethnic origin, please specify in the space below:

|  |
| --- |
|  |

## Part 8: Declaration of Criminal Convictions

PLEASE NOTE THE FOLLOWING: **You have been asked to complete this section of the form as the role you have applied for is considered to be covered by the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.**

Applicants are, therefore advised that they are not entitled to withhold information about convictions that are for other purposes “spent” under the provisions of the Order.

Any information given will be treated in the strictest confidence and applicants are advised that a criminal record will not, in itself, debar their application from consideration or from being appointed. All cases will be examined on an individual basis and due consideration given in relation to the specific post being applied for. Suitable applicants will not be refused a post due to an offence/s which is not considered relevant to the role for which they are applying.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in the application being considered NULL and VOID, or an offer being withdrawn and / or disciplinary proceedings or dismissal.

If circumstances whereby a candidate or employee's circumstances have changed since their original disclosure, they are required to notify the organisation immediately of any additional or potentially pending convictions not originally disclosed. Again, failure to do so could result in in an offer being withdrawn and / or disciplinary proceedings or dismissal.

**ACCESS NI:** I understand that this post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978.

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

In the event of my application being successful, I consent to undergoing an Access NI check.

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

Do you have any unspent convictions or conditional cautions?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

Have you ever been excluded / barred from working with children and/or young people?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If yes, you have two options for disclosing your criminal record.

Option 1: You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.

I have attached details of my conviction separately\_\_\_\_\_ (please mark with an X if appropriate.)

Option 2: Please provide details in the space below.