

**Job Title:** Outreach Officer - UK-Wide

**Reports to:** Fundraising Manager

**Hours:** Variable hours contract

**Location:** UK-Wide

**About the Organisation:**

At Al-Ayn, we are dedicated to providing orphaned children living in poverty with the resources and opportunities needed to overcome their challenging circumstances. We believe that when a child realises their potential, it not only transforms their future but also positively impacts their families, communities, and society as a whole. Our mission is driven by our core values of transparency, dignity and empowerment.

**Job Overview:**

The Outreach Officer performs various types of functions in the organisation. Their primary responsibility is to plan and action fundraising events and help raise awareness of the organisation's activities through direct donor interactions. They are expected to respond to donor queries, build positive relationships, and maintain accurate records and reports of activities and donations received. This role would concentrate on specific items at a time and not necessarily do all simultaneously.

**Key responsibilities:**

- Meet set individual and regional fundraising targets
- Display a high degree of professionalism and integrity for the organisation to external stakeholders
- Facilitate new sponsorship requests for orphaned children from new and existing donors
- Introduce new supporters to the organisation from a bottom up / grass-root level
- Provide regular updates and reports on progress
- Identify opportunities for fundraising and building community relations
- Compile and maintain accurate donor information and records to update in the central database
- Receive donations, gifts and other items from donors in person
- Help maintain the charity's database by updating donor information and records
- Raise awareness of the organisation's activities and values by assisting in fundraising activities and events, such as holding stalls and preparing stall materials, especially during campaigns
- Promote the organisation's content and donor engagement channels, such as social media and mobile app
- Set up and/or participate in local events to publicise, increase awareness, and potentially seek new volunteers within the local community
- Follow the relevant laws, regulations, and ethical guidelines related to charity collections and distributions
- Other office tasks as required

**Additional Requirements:**

- Flexibility of working outside working hours including evenings and weekends when required, e.g. campaigns, events

**Salary:**

London: £27,352.00 per annum pro rata, or £13.15 per hour.

Rest of UK: £24,960.00 per annum pro rata, or £12.00 per hour.

Note: This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in the light of experience and in consultation with the postholder. The postholder may be required to perform duties other than those in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation