

Job Title:	Community Fundraiser (UK Wide)
Vacancies:	Multiple
Reports to:	Fundraising Manager
Hours:	Part-time (10, 20 hours per week) or Full-time (40 hours per week)
Locations:	London, Birmingham, Manchester, Glasgow, Edinburgh, and others (where there is sufficient community demand)

About the Organisation

At Al-Ayn, we provide 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

We are looking for enthusiastic, motivated and community-focused Community Fundraisers to join our fundraising team across the UK. This is a key role within the organisation to help raise awareness, engagement and vital funds to support the Charity's work.

As a Community Fundraiser, you will play an important role in representing the organisation to the highest standard, building and maintaining strong relationships with communities, community organisations, centres, volunteers, supporters and donors, and identify, grow and deliver fundraising opportunities, events, campaigns, and activities throughout the year.

The role is ideal for someone confident and passionate about making a positive difference to engage people from different backgrounds and turn connections into meaningful fundraising opportunities.

You will have the opportunity to work independently while being supported by the wider fundraising team. The role requires willingness to travel and work outside standard working hours, including evenings and weekends, when required (e.g., during campaigns and events).

Key Responsibilities

- Meet agreed individual and regional fundraising targets.
- Represent the organisation professionally and with integrity in all interactions with external stakeholders.
- Facilitate new sponsorship requests for orphaned children from new and existing donors.
- Engage and introduce new supporters to the organisation at a grassroots level.
- Provide regular updates and reports on progress against targets and activities.
- Identify and develop opportunities for fundraising and strengthening community relations to maximise local impact.
- Maintain accurate donor records and ensure all information is updated in the central database.
- Receive donations and sponsorship requests.
- Raise awareness of the organisation's work by supporting fundraising activities and events, including stalls and preparation of materials, particularly during campaigns.
- Promote the organisation's content engagement platforms, including social media and mobile applications.
- Support and participate in local events to increase awareness and encourage community engagement and volunteering.
- Ensure compliance with all relevant laws and ethical guidelines relating to charitable collections and fundraising activities.
- Undertake additional administrative and operational duties as required.

Key Requirements

- Full proficiency in the Microsoft Office (Word, Excel, Outlook, Teams).
- Full professional proficiency in English.
- Ability to work independently under pressure and manage multiple priorities effectively.
- Strong attention to detail and problem-solving ability.
- Excellent organisational and time management skills.
- Excellent communication and interpersonal skills.
- Flexible and adaptable attitude.

- Flexibility to work outside standard hours, including evenings and weekends, when required (e.g., campaigns and events)

Benefits

Supportive, Inclusive and People-Centred Culture – We are committed to fostering a welcoming, friendly and inclusive workplace where every team member is genuinely valued.

Learning and Development – We invest in our people through access to mentoring, training opportunities and ongoing professional development to support your career growth.

Generous Annual Leave – We offer a generous annual leave entitlement, inclusive of UK public and bank holidays, with a flexible carry-over policy.

Employee Referral Programme – Help us grow our team by referring talented individuals from your network, and be recognised for doing so.

Employee Assistance Programme (EAP) – All staff have free and confidential access to a mental health helpline and legal advice helpline through our EAP, supporting your wellbeing inside and outside of work.

Payroll Giving – We support charitable giving through our payroll giving scheme, making it simple to donate to causes you care about directly from your salary.

Salary:

£12.71 per hour, in line with National Minimum Wage; plus performance related incentives

Note:

This job description does not form part of the contract of employment but is intended as a guide to the main duties of the role. It may be reviewed and updated from time to time in line with organisational needs, in consultation with the postholder.

The postholder may be required to undertake additional duties appropriate to the role. Duties and responsibilities may vary without changing the general nature or level of responsibility of the post.

Where a permanent and significant change in duties results in a higher level of responsibility, the post may be subject to re-evaluation.