

Information for Candidates
August 2024



Fundraising Assistant



Wadars
Animal Rescue & Rehoming

Hangleton Lane
Ferring
Worthing
West Sussex BN12 6PP

Telephone 01903 247111
www.wadars.co.uk
enquiries@wadars.co.uk

INFORMATION TO CANDIDATES

FUNDRAISING ASSISTANT

Dear Applicant

The following information is intended as a useful guide to applicants considering joining Wadars. Full details are supplied with an offer of appointment.

Wadars

Set in 15 acres of the beautiful South Downs in Ferring, West Sussex, Wadars is a leading animal rescue charity and has been providing protection of animals of all kinds in need of care and attention by reason of sickness, maltreatment, poor circumstances, or similar causes since 1969. As a registered charity, we rely almost entirely on donations, legacies, and fundraising from within the community that we serve.

Wadars rescues and rehabilitates around 1,300 wildlife and re-homes up to 300 companion animals (pets) every year. Our team of mobile animal rescue officers respond to calls from the general public where animals are in peril and, during the summer months, can receive more than 50 calls a day.

After more than 50 years of working with commercial kennels, catteries, and other wildlife units, we have now obtained full planning permission for the development of a comprehensive rescue and rehoming centre. This will take time – and money – to complete. We have already undertaken the first phase; a feline unit including intake, homing, isolation and maternity plus a laundry and utility area. We have also created a small animals unit for rabbits, guinea pigs and other small companion animals.



We work tirelessly to provide rehabilitation of wild animal casualties and their integration back into their natural environment. We also provide a mobile animal rescue service, with a fleet of three animal ambulances, responding to distressed, injured, and displaced wild animals in our community.

We need to raise at least £600,000 every year to continue to provide our services; we rely almost entirely on donations and legacies from the community which we serve. In addition, we need to raise around £3.5 million to complete the development of the animal rescue and rehoming centre.

Fundraising Assistant

We are looking for an energetic, creative and forward-thinking individual to join our team and ensure the long-term future of Wadars. The role requires a self-starting and proactive approach, excellent communication skills and experience of exceptional customer care.

The Fundraising Assistant plays a key role in the public face of Wadars and you will be responsible for leading fundraising in the community, primarily through volunteers and third parties along with Wadars own events, as well as providing a comprehensive administrative support to all of Wadars fundraising activities.

You will need a passion for animal welfare and be focused on achieving goals through others. You will be confident in using social media and communicating with people at all levels including in person and through email, telephone and by letter.

This is an exciting opportunity for someone who is keen to progress their career in fundraising and assist in developing an aspirational programme of income generation to help fund our vital work with both domestic animals and wildlife. Experience of working in a charity within a fundraising role would be an advantage.

You must be prepared to deliver ambitious income targets and work evenings, weekends and public holidays in response to the fundraising programme and to support volunteer activities. Our volunteer coordinator will support you in the recruitment of volunteers, but you will be responsible for their training and support.

The role is offered on a full-time basis of 35 hours a week.

This role can be physically and emotionally demanding; a high degree of emotional stamina and the ability to cope with animal euthanasia, cruelty and neglect is essential. A detailed job description and person specification can be found on page 5 of this pack.

A full, clean driving licence and the use of a reliable, suitably insured car are essential for this role.

Terms and Conditions

The role is offered on a full-time basis at 35 hours a week based at Wadars Animal Rescue, Ferring.



- Salary: up to £22,640 per annum depending on experience
- Holiday entitlement: 33 days per annum including 8 public holidays.
- The Charity operates a contributory pension scheme through Scottish Widows
- The Charity is unable to contribute towards the cost of relocation if this is necessary.
- As part of the induction procedure for employment, we ask the successful candidates to complete a pre-employment medical questionnaire.
- No offer of employment will be made until eligibility to work in the UK has been verified.

Any offer of employment will be subject to the receipt of at least two satisfactory references, one of which must be from your present or most recent employer. Wadars reserves the right to contact your referees before an offer of employment is made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have communicated your intention to leave.

Equal Opportunities

Wadars is committed to equal opportunities for all staff, volunteers and applicants. We believe that all staff, volunteers and supporters of Wadars should be treated with dignity and respect. We aim to ensure that all who wish to work in, or volunteer to help with our Charity should have an equal chance to do so. It is our policy that all employment and volunteer decisions are based upon merit and the business needs of the Charity. Wadars does not discriminate on the grounds of age, gender, health, sexuality, class, family status, means, ability, colour, ethnic origin, culture, religion, or belief.

How to Apply

As the first step, please provide your CV along with a covering statement which details your reasons for applying and your relevant experience and achievements to our Chief Executive, Julie Toben, by email to julie@wadars.co.uk. Shortlisted candidates will be asked to complete an application form prior to interview.

We are accepting applications on a rolling basis which means the role can close at any stage, so early application is strongly encouraged. Please contact us if this impacts you in any way. Interviews will be held in person at our offices.

Thank you for your interest in
working at Wadars



JOB DESCRIPTION

JOB TITLE:	Fundraising Assistant – full-time
CONTRACT:	Permanent
REPORTS TO:	Major Donor & Legacies Manager
LOCATION:	Based at the Charity's offices in Hangleton Lane, Ferring, with travel around the surrounding area
RESPONSIBLE FOR:	Fundraising volunteers

PURPOSE OF THE JOB

Provide comprehensive administrative and operational support across all of the Charity's fundraising including maintaining the fundraising database.

Deliver our fundraising programme in the community, primarily but not exclusively through volunteers including Wadars and third party events, collections and individual giving.

Be the first point of contact for all fundraising enquiries (postal, email, telephone and social media) ensuring high levels of customer care.

MAIN DUTIES

- Act as first point of contact for a wide range of supporters, including some high profile, conveying a professional image at all times.
- Process donations from both online and offline sources, ensuring procedures are followed, donors are appropriately thanked and donations are recorded accurately on the database.
- Foster strong relationships with community fundraisers and volunteers to ensure successful event outcomes.
- Assist with the implementation of the donor stewardship programme for all donors including one off, regular givers and community fundraisers.
- Manage and recruit participants for third-party fundraising events e.g. marathons, dog walks, quiz nights, ensuring appropriate guidance on safe and legal fundraising
- Develop and manage annual Wadars fundraising campaigns in the community.
- Assist in the research and stewarding of major donor opportunities
- Represent Wadars to a diverse range of stakeholders including corporate and retail audiences, individuals and our fundraising volunteers.
- Take responsibility for the sale of new and donated goods through events and eBay.
- Keep abreast of the law regarding fundraising and comply with requirements.
- Maximise the use of the Charity's newsletter, website, and other social media for fundraising opportunities.

General

- Be aware of the philosophy of Wadars and behave as a fit representative
- Help to maintain a high profile for Wadars, raising the public awareness of the importance of donations to the continuance of the work of the Charity
- Maintain regular and effective liaison with staff and fundraising volunteers to ensure good working relationships
- Meet agreed objectives, undertake an annual performance review, and undertake training as required
- Be flexible and willing to take on or assist with special projects or other reasonable duties as requested by your line manager
- While at work all staff are required to take care of their own health and safety and that of others who may be affected by their acts and omissions
- To be aware of and comply with the requirements stated within the Charity's policies and operational procedures as issued from time to time

Variations

This job description is a statement of the job content agreed in August 2024. It should not be seen as precluding future changes. This job description will be reviewed annually during the Appraisal process, to take into account the need for change in the services, role and activity.

Fundraising Assistant Role Description – August 2024

FUNDRAISING ASSISTANT PERSON SPECIFICATION

Education and Training

- Good standard of general secondary education
- Sound IT skills (Word, Excel, internet, and email); Publisher

Experience and Skills

- Experience of using donor/customer care databases
- Experience of building and maintaining strong relationships
- Experience of working in a customer facing role
- Excellent organisation, research, and planning skills with attention to detail
- Excellent communication skills; written and verbal
- Ability to engage through effective social media
- Ability to motivate and engage individuals in order to achieve fundraising targets
- Good people management skills: experience of managing volunteers is desirable
- Previous experience of working within charity fundraising is desirable

Qualities

- Enthusiastic self-starter with the ability to work on own initiative and as part of a team
- Ability to stay calm under pressure and deal with all issues with tact and diplomacy
- Good at juggling tasks and prioritising
- Ability to work unsupervised
- Desire to show initiative
- Honest and trustworthy

Other requirements

- Empathy for the work of Wadars and its values
- High degree of emotional stamina and the ability to cope with animal euthanasia, cruelty, and neglect
- Willingness to undertake training as and when required
- Willingness to work flexibly including some evenings, weekends, and Public Holidays
- Car driver with full clean driving licence and regular access to a reliable, suitably insured car