



## **Temwa Fundraising and Events Assistant Job Description**

### **Job Details**

**Location:** Temwa Office, Portland Square, Bristol

**Start Date:** ASAP

**Duration of work:** Part time 2 days a week

**Salary:** £21,000 per annum, pro rata

### **Job Description**

The Fundraising and Events Assistant position is a part time role supporting the Fundraising Team within Temwa. The role will work alongside the Fundraising & Communications Manager, Communications Officer and Managing Director to assist with fundraising including events, supporter care and administration. The role will be line managed by the Fundraising & Communications Manager. Key duties will include:

- Helping develop Temwa's individual giving work including appeals, events and festivals
- Ensuring the smooth running of Temwa's supporter care systems
- Supporting the Fundraising Team with day to day administration

The role may include some management of volunteers and liaison with external companies and contractors. The role will entail some work at events in the future so working hours will occasionally include evenings and/or weekends.

### **About Temwa**

Temwa, meaning 'love within a community' in the language of Tumbuka, is a Bristol-based charity committed to empowering remote African communities. Our goal is to harness the power of bringing communities together. We partner with hard-to-reach communities in Malawi, empowering local people to end poverty and transform their own futures. At the same time, we inspire local communities in the UK to come together to help bring about this change. We have been working in Northern Malawi for over 19 years, and our work currently includes sustainable agriculture, forestry, health and education programmes.

### **Principles of Temwa:**

- Community Driven – Temwa's decisions are made by the community
- Working towards long-term self-reliance
- Commitment to sustainable development
- Belief in inclusive communities
- Working together with integrity, openness, mutual accountability and professionalism

We have a highly skilled team of 24 full-time employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office in Bristol, comprises a small fundraising and operations team of seven staff (most of which are part time), 3-5 regular volunteers and interns and a wider family of volunteers and supporters, committed to achieving our goal.

## **Key Duties**

### **Fundraising:**

Develop and implement an outreach and supporter care plan to reach targets for fundraising income from individuals, including acquisition, supporter care and retention. This work will include working with the Fundraising and Communications Manager, volunteers, external suppliers and contractors to:

- Provide outstanding supporter care to challenge and individual event participants ensuring they have the best possible experience of their engagement with Temwa and become long-term supporters.
- Work with the Fundraising & Communications Manager (FCM) to plan a programme of individual and team challenges and ensuring they meet targets – including promoting places available, finding participants and supporting them to raise sponsorship for Temwa.
- Work with the FCM to recruit volunteers to the annual Festivals we attend and support with logistics.
- Work with the Communications Officer (CO) to ensure all events receive the promotion they need to reach their target.
- Keep regular communication with the CO to plan and regularly adjust that plan.
- Plan and work with a team & external suppliers on special events such as the Annual Christmas Party, including managing ticket sales, securing raffle and auction prizes and arranging logistics.
- Working with the FCM on the stewardship and support of our individual supporters including our monthly and appeal donors.
- Supporting the Fundraising Team in keeping accurate and up to date records on our database Etapestry of all supporters.

### **Managing volunteers:**

- Managing volunteers as required (including at events and festivals) , creating work plans and ensuring that they are reaching targets & goals set.
- Providing ongoing support and guidance for volunteers.

### **Strategy, Policies & Procedures:**

- Contributing, as part of the staff team, to the development of policies and procedures for the organisation.
- Looking at systems used and suggesting changes to improve the efficiency of our fundraising and administrative activities.
- Inputting into Temwa's broader fundraising strategy development and planning with the Fundraising & Communications Manager.

## **Experience, knowledge and attributes required:**

### **Essential:**

- A very strong performance ethic, driven and motivated towards the achievement of targets
- Meticulous attention to detail
- Experience of working on and managing events
- Ability to put the supporter at the centre of everything we do, providing them with the best possible experience
- Proven ability to develop relationships with people from a wide variety of backgrounds
- Experience of fundraising in either a formal or informal setting
- Strong IT skills, including Excel
- Excellent written and verbal communication skills
- Ability to follow and design new administrative systems
- Ability to work some evenings and weekends

**Desirable:**

- Experience of working or volunteering with NGOs or charities
- Experience of CRM and finance databases
- Experience of volunteering or managing volunteers in a charity context

**How to Apply**

To apply, please send a CV (2 page maximum) and covering letter explaining how you feel you can meet the requirements of the role (2 page maximum) to [amanda.grimstead@temwa.org](mailto:amanda.grimstead@temwa.org)

Closing Date Monday 18th July 9am

Interviews to be held w/c 25th July