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| --- |
| Please complete and return this application form to: |
| **The Monitoring Officer, Concern Worldwide,**  **47 Frederick Street, Belfast, BT1 2LW** |
| **OR upload to the relevant job application page on** [**www.concern.net/jobs**](http://www.concern.net/jobs) |
| **OR email to** [**ukhrenquiries@concern.net**](mailto:ukhrenquiries@concern.net) |
| **Please note: CVs will not be accepted** |



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| Information pack for candidates for the post of: |
| **Major Donor, Corporate & Trust Fundraising Executive, Concern Worldwide (UK), Belfast Office.** |

Dear Applicant,

Please find enclosed an application pack for the above post, which contains the following items:

###### Section 1: Background to Concern Worldwide and the post

###### Section 2: Job Description

Section 3: Essential and Enhanced Criteria

Section 4: Vacancy Application Form

Section 5: Job Competency Form

Section 6: Monitoring Form

Section 7: Returning your Application

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about Concern Worldwide, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.

2. You must complete sections 4 and 5 accurately and return them to Concern Worldwide by the date and time indicated below. You are also asked to complete a monitoring form (section 6).

**3. It is your responsibility to ensure that sufficient information is provided to enable a shortlisting panel to assess your suitability for this post.**

***Please show clearly in your application how you meet the essential and enhanced criteria.***

4. Applications, CVs and attached sheets:

* Applications must be printed out, signed and posted to Concern Worldwide at the above address **OR** fully completed applications can be uploaded to the relevant job application page on our website at [**www.concern.net/jobs**](http://www.concern.net/jobs) **OR** emailed to [**ukhrenquiries@concern.net**](mailto:ukhrenquiries@concern.net)
* **CVs will not be accepted – only applications submitted on this form will be considered.**
* Additional sheets will only be considered when they are a continuation of a section of the application form where there is insufficient room to include all the necessary details.

5. It is the responsibility of the applicant to ensure that sections 4, 5 and 6 are completed and returned by Please note that although the closing date is 21st April 2017, we would like to fill this role as soon as possible, in order to facilitate this, we will invite suitable candidates for interview as and when we receive the applications and consequently may end the recruitment process earlier than the closing date.

6. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

**Thank you for your interest in Concern Worldwide**

Yours sincerely  
**Peter Anderson,** Concern Worldwide. Northern Ireland Director

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| **SECTION 1:** | **BACKGROUND TO CONCERN WORLDWIDE (UK) AND THE POST OF MAJOR DONOR, CORPORATE AND TRUST FUNDRAISING EXECUTIVE (BELFAST)** |

**Concern Worldwide**

Concern Worldwide is an international humanitarian organization dedicated to tackling poverty and suffering in the world’s poorest countries. Fighting hunger is at the very heart of all that we do. People cannot reach their potential if they are malnourished. We can help provide education but children will not learn if they lack food. We can treat HIV and AIDS with antiretroviral drugs but a patient will not get better if they are hungry. We can give smallholder farmers seeds and tools but they cannot work their land if they are starving. This is why Concern Worldwide (UK) now places the fight against hunger and malnutrition firmly at the core of everything we say and do.

In 2015, we directly reached 7.6 million people in our efforts to tackle poverty and hunger. By working in partnership with local communities, local partners and local and national governments, we helped some of the world’s poorest people transform their lives. Concern Worldwide’s programmes in 28 of the world poorest countries ranged from encouraging people to grow their own food and sell their produce to provide an income, to increasing agricultural yields by using improved farming methods and drought resistant seeds and helping people to educate their children and improve their health and nutritional status. You can read more about our work at: [www.concern.net](http://www.concern.net)

**MAJOR DONOR, CORPORATE AND TRUST FUNDRAISING**

Major Donor, Corporate and Trust (MDCT) fundraising is an essential part of Concern Worldwide’s voluntary income. The MDCT team is responsible for supporting and developing all aspects of fundraising from key supporters, businesses and trusts and foundations across Northern Ireland.

Major Donor activities include researching and securing individual project partnerships, establishing and developing giving circles, and devising and implementing personalised mailing appeals and communication plans. Our corporate fundraising includes Charity of the Year partnerships, cause related marketing campaigns, staff engagement activities, Concern Christmas Gifts campaign, and direct mail appeals. The Belfast based MDCT fundraising team is also responsible for managing and promoting payroll giving across the UK through our external professional service providers. Northern Ireland Trust and Foundation fundraising includes local trusts along with local institutional and staff charity funds, and involves working closely with colleagues in the overseas department to identify, develop and submit appropriate proposals to maximise project income.

**Major Donor, Corporate and Trust Fundraising Executive – Belfast Based**

Based in Belfast, the MDCT Fundraising Executive will work closely with the Senior Executive and will take lead responsibility on agreed projects. They will work closely with colleagues and teams across the organisation to ensure that we work as efficiently and effectively as possible to maximize opportunities and income from this key supporter group.

**This is an exciting time to join Concern Worldwide (UK) as we seek to engage more with key individuals and corporates in order to increase support for our work in tackling hunger and transforming lives in some of the poorest communities in the world.**

**For more information visit:** [**www.concern.net**](http://www.concern.net)

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| **SECTION 2:** | **JOB DESCRIPTION** |



JOB DESCRIPTION

|  |  |
| --- | --- |
| **Post Title:** | **Major Donor, Corporate and Trust Fundraising Executive (Belfast)** |
| **Employer:** | Concern Worldwide (UK) |
|  |  |
| **Reports to:** | Senior Major Donor, Corporate & Trust Fundraising Executive (Belfast) |
|  |  |
| **Direct reports:** | n/a |
|  |  |
| **Liaises with:** | Major Donor, Corporate and Trust Fundraising colleagues  Other UK Fundraising teams  Donor Care team  Overseas Programme colleagues |
|  |  |
| **Based At:** | Concern Worldwide (UK) Belfast office, 47 Frederick Street, Belfast. |
|  |  |
| **Start date:** | As soon as possible following appointment |

**OVERALL PURPOSE OF THE JOB:**

To support all aspects of Major Donor, Corporate and Trust fundraising, while managing and developing agreed activities, in order to maximise income and support.

**KEY DUTIES:**

**Strategy, Planning and Learning**

1. To achieve the fundraising income targets by successfully developing and implementing Major Donor, Corporate and Trust fundraising activities as agreed.
2. To contribute to, and successfully implement, the Northern Ireland Major Donor, Corporate and Trust fundraising strategy and plans through working collaboratively with colleagues and other teams.
3. To support the sharing of knowledge, skills and ideas with Concern Worldwide colleagues and teams, including participating in cross team activities, to ensure efficient and effective use of resources.

**Major Donors, Corporate and Trust Supporter Development**

1. To support the Senior Northern Ireland MDCT Executive in maintaining and developing existing relationships with Major Donors, Corporates and Trusts by ensuring the delivery of agreed campaigns and communications.
2. To research new Major Donor, Corporate and Trust prospects and develop cultivation plans for new prospects and existing supporters.
3. To develop and deliver creative and innovative communications for Major Donor, Corporate and Trust supporters, including mailings, project proposals, giving circle updates, newsletters, etc.
4. To plan, organise and deliver high quality Major Donor, Corporate and Trust events as required.
5. To support the development of existing and new opportunities for Corporate and staff engagement, including Charity of the Year, CRM campaigns and staff participation in Concern events.
6. To maintain and develop Payroll Giving (PRG) for Concern (UK), including managing external PRG service providers, in order to maximise regular, committed income.
7. To research and develop relationships with NI Trusts, applying for grants where applicable, and work with colleagues in overseas departments to develop proposals and submit updates and reports to maximise funding opportunities.
8. To respond quickly and effectively during Emergency Appeals, working closely with the Major Donor, Corporate and Trust team, and other teams, to maximise appeal income.
9. To ensure maintenance of accurate, up to date records on Concern’s database to reflect all donations and communications with major donor, corporate and trust supporters.
10. To represent Concern Worldwide to supporters, particularly major donor, corporate & trust donors, while actively promoting Concern’s vision and mission.
11. To manage the income and expenditure budget for the agreed activities and provide regular reports on fundraising activities, including analysing financial performance.
12. To maintain excellent relations with colleagues and teams within Concern Worldwide and manage relations with external service providers as required.
13. Undertake project work as may be required from time to time.
14. To ensure all activities are fully compliant with charity legislation, codes of conduct and Concern’s policies and procedures

**CONDITIONS OF APPOINTMENT**

Salary: Pay Grade 3b £24,331 per annum. Pension scheme is available.

This is a permanent, full time post.

The normal full-time working week is 35 hours.

It is the nature of this Major Donor, Corporate and Trust fundraising role that normal working hours will involve occasional evening and weekend work to meet the needs of the post. Travel to Concern offices in London and Dublin is also required, including occasional overnight stays.

Appointment will be subject to a six-month probationary period

CODE OF CONDUCT:

Concern has a Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants, especially beneficiaries, from abuse and exploitation, and to clarify the responsibilities of Concern staff, partner organisations, and anyone engaged by Concern or visiting our programmes, and the standards of behaviour expected of them. In this context all Concern staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct of their work in accordance with Concern’s core values and mission.

Any candidate offered a job with Concern Worldwide will be expected to sign the Programme Participant Protection Policy and the Concern Code of Conduct as an appendix to their contract of employment. By signing the Programme Participant Protection Policy and the Concern Code of Conduct candidates demonstrate they have understood their content and agree to conduct themselves in accordance with the provisions of these two documents.

Any breach of the Concern Code of Conduct or the Programme Participant Protection Policy by employees of Concern Worldwide during the course of their employment will result in disciplinary action up to, and including, dismissal.

COUNTER-TERRORISM CLEARANCE CHECK:

Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on Concern ensuring that the names of any new employee or volunteer do not appear on terrorism lists generated by the European Union (List of person, groups and entities to which Regulation (EC No. 2580/2001 applies), the US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons) and the United Nations (Consolidated List).

Any offer of employment (either paid or voluntary) with Concern Worldwide will not be made pending a clearance check being conducted on the applicant. For additional information please consult our web site or contact the Human Resource Division in our Head Office.

By submitting a formal application for paid or voluntary employment to Concern, you agree to Concern carrying out a clearance check as outlined above and that Concern will not proceed to recruit you should your name appear on any of the aforementioned lists.

**Concern Worldwide is an equal opportunities employer and welcomes applications from all sections of the community.**

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| **SECTION 3:** | **ESSENTIAL SHORT-LISTING CRITERIA** |

1. Must have achieved a third level qualification in a relevant subject **and** 3 years’ experience in a fundraising or similar i.e. sales, marketing and /or customer care role
2. Demonstrable track record of achievements in professional fundraising or similar i.e. sales, marketing and/or customer care activities, including :

* Relationship development skills, including the ability to motivate and engage key customers, supporters, staff or volunteers
* Planning and delivery of campaigns and/or events
* Project management including coordinating multiple on-going projects
* Experience of creative, print production, direct marketing and online marketing
* Ability to effectively manage workloads, at times under pressure and on your own initiative without close supervision.

1. Excellent communications skills to include:

* Strong presentation skills with experience of presenting to a variety of groups
* Excellent writing skills
* Strong interpersonal skills to motivate supporters and work collaboratively with colleagues.

1. Excellent IT skills, including MS Word and Excel, with the ability to accurately record and update the database, manage donor data and analyse and interpret data for campaigns, as required.
2. Proven ability to work to financial targets, including monitoring, recording and analysing income and expenditure.

Full drivers licence and/or access to your own transport is essential for this role.

**ENHANCED SHORT LISTING CRITERIA**

Concern will shortlist only those candidates who appear from the information provided, to meet the essential requirements of this post, and may, in some circumstances, rely on enhanced criteria for short listing purposes.

Enhanced criteria will be based on additional years’ experience and direct experience in fundraising.

So, for example, if a prohibitively high number of candidates meet the minimum short listing criteria, those who can demonstrate the enhanced criteria will be shortlisted.

**PLEASE NOTE:**

It is essential that applicants fully describe in the application form how they meet the experience and qualities sought. It is not appropriate simply to list the various posts that have been held. Assumptions will not be made from the title of posting(s) as to the skills and experience that may or may not have been gained.



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| **SECTION 4:** | **VACANCY APPPLICATION FORM** |

* Please **type** or write clearly in **black ink** in **block capitals**
* All information will be treated in confidence and will be used by Concern Worldwide to assess your suitability for the post
* Candidates will be short listed on the basis of information contained in this application and checklist

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| **Post Applied for:** | **Major Donor, Corporate and Trust Fundraising Executive (Belfast)** |
| **Reference:** | **MDCTE047** |
| **Closing Date:** | **9.00am FRIDAY 21st APRIL 2017** |
| **Where did you see post advertised?** |  |

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| **PERSONAL INFORMATION** | | | |
| **Family Name:** |  | | |
| **Forename(s):** |  | | |
| **Address:** |  | | |
|  | | |
|  | | |
|  | **Postcode:** |  |
| **Day Tel:** |  | | |
| **Evening Tel:** |  | | |
| **Mobile Tel:** |  | | |
| **Email:** |  | | |
| **National Insurance No:** |  | | |
| **It is essential that the post holder is able to travel extensively, can you demonstrate how you will meet the travelling/mobility criteria of this role?** | | | |
|  | | | |
| **Have you ever been convicted of a criminal offence?**  [Exclude convictions which are spent under the  Rehabilitation of Offenders (NI Order 1978)] | | **YES / NO** (Please delete as appropriate) | |

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| **QUALIFICATIONS AND TRAINING** | | |
| **Type of Exam (GCSE, NVQ, A Level, Degree etc.)** | **Subject** | **Grade / Result** |
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[Please attach additional sheet if required]

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| **EMPLOYMENT HISTORY** | | | | |
| **Present employer** | | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | | **Job Title and summary of main duties and responsibilities** | **Reasons for leaving** |
| **From:**  **To:** |  | |  |  |
| **Current Salary:** | |  | **Current Notice Required:** |  |
|  | | | | |
| **Previous Employment** | | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | | **Job Title and summary of main duties and responsibilities** | **Reasons for leaving** |
| **From:**  **To:** |  | |  |  |
| **From:**  **To:** |  | |  |  |

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| **Previous Employment *continued*** | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | **Job Title and summary of main duties and responsibilities** | **Reasons for leaving** |
| **From:**  **To:** |  |  |  |
| **From:**  **To:** |  |  |  |

[Please attach additional sheet if required]

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| **REFERENCES** | | | |
| All offers of employment are subject to receipt of satisfactory references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post. | | | |
| **First Referee:** | | **Second Referee:** | |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  | **Postcode:** |  |
| **Tel:** |  | **Tel:** |  |
| **Email:** |  | **Email:** |  |
| **Occupation:** |  | **Occupation:** |  |
| **Relationship**  **to you:** |  | **Relationship**  **to you:** |  |

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| **DECLARATION** | | | |
| I declare that the information on this form and any attachments is correct and complete.  I understand that to withhold, falsify or omit any relevant material fact(s) will lead to disciplinary action, including dismissal in the case of a successful applicant. I authorise the verification of any or all of the information listed on this form and any attachments. | | | |
| **Signature:** |  | **Date:** |  |

***If you are submitting your application online or by email please print your name in the signature box.***

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| **SECTION 5:** | **JOB COMPETENCIES** |

**Short listing Criteria - Job Competencies**

Concern Worldwide (UK) will shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability.

It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the Shortlisting Criteria and possible Enhanced Shortlisting Criteria as provided in Section 3 of this document**.**

To meet the shortlisting criteria, applicants must demonstrate experience and competency in the following areas:

|  |
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| 1. Must have achieved a third level qualification in a relevant subject and 3 years’ experience in a fundraising or similar i.e. sales, marketing and /or customer care role |
|  |

***(Max 250 words)***

|  |
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| 1. Demonstrable track record of achievements in professional fundraising or similar i.e. sales, marketing and/or customer care activities (as listed in Section 3 of this information pack). |
|  |

***(Max 250 words)***

|  |
| --- |
| 1. Excellent communications skills to include (as listed in Section 3 of this information pack). |
|  |

***(Max 250 words)***

|  |
| --- |
| 1. Excellent IT skills, including MS Word and Excel, with the ability to accurately record and update the database, manage donor data and analyse and interpret data for campaigns, as required. |
|  |

***(Max 250 words)***

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| 1. Proven ability to work to financial targets, including monitoring, recording and analysing income and expenditure. |
|  |

***(Max 250 words)***

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| 1. Enhanced criteria will be based on additional years’ experience and direct experience in fundraising |
|  |

***(Max 250 words)***

|  |  |
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| **SECTION 6:** | **EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM – CFRE\_B** |

Concern Worldwide (UK) is committed to promoting equality, diversity and an inclusive and supportive environment for staff and volunteers.

In particular, Concern Worldwide will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment. The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

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| **REQUEST FOR INFORMATION** | | | | | | | |
| **Post Applied for:** |  | | | | | | |
| **Date of Birth:** |  | | | **Gender:** | **FEMALE / MALE**  (Please delete as appropriate) | | |
| **Disability:** | **YES / NO** (Please delete as appropriate)  You should declare a disability if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, intellectual, dietary, communicative, psychiatric, allergic, or any other impairment. | | | | | | |
| **Health:** | Do you have any medical condition that could significantly affect your performance of the duties of the post for which you are applying?  **YES / NO** (Please delete as appropriate) If **YES**, please give details: | | | | | | |
| **Religion:** | **I identify myself as:** (please tick or place an ‘x’ in the box) | | | | | | |
| **Catholic:** |  | **Protestant:** | |  | **Other:** |  |
| **Nationality:**  (Please specify) |  | | | | | | |
| **Ethnicity:** | You are asked to classify yourself in the category, which you feel most nearly describes your origin. If none of the specific groups are suitable please mark the relevant **Other** and **specify your ethnicity**.  **I would consider my ethnic origin as:** (please tick or place an ‘x’ in the box) | | | | | | |
| **Indian:** |  | **Pakistani:** | |  | **Bangladeshi:** |  |
| **Other Asian:** |  | **Caribbean:** | |  | **African:** |  |
| **Chinese:** |  | **White – British:** | |  | **White – Irish:** |  |
| **Other White Background – please specify:** | | | |  | | |
| **Other Ethnic Background – please specify:** | | | |  | | |

***Thank you for your cooperation in completing this form.***

***Concern Worldwide (UK) is an Equal Opportunities Employer.***

|  |  |
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| **SECTION 7:** | **RETURNING YOUR APPLICATION** |

**IF YOU ARE RETURNING YOUR APPLICATION FORM BY POST:**

Please place this Monitoring Form (Section 6) in a separate envelope marked **Monitoring Form** and return with completed Sections 4 and 5 to:

**The Monitoring Officer, Concern Worldwide, 47 Frederick Street, Belfast, BT1 2LW**

This Monitoring Form (Section 6) will be kept separate from Sections 4 and 5 and kept confidential. It will only be used for monitoring purposes and will not be used or seen by the shortlisting or interview panel.

**IF YOU ARE RETURNING YOUR APPLICATION FORM VIA OUR WEBSITE OR BY EMAIL:**

**NB** Please return **ALL** pages as one document.

If you are returning your application via our website, please upload your complete application document to the relevant job application page at [www.concern.net/jobs](file:///C:\Users\darren.vaughan@concern.net\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\UZ6PNB4Q\www.concern.net\jobs). If you are returning your application by email, please send your complete application document to [ukhrenquiries@concern.net](mailto:ukhrenquiries@concern.net). This Monitoring Form (Section 6) will be detached from Sections 4 and 5 and kept confidential. It will only be used for monitoring purposes and will not be used or seen by the short-listing or interview panel.

**ALL APPLICATIONS MUST BE RECEIVED BY 9.00am FRIDAY 21 APRIL 2017**

* Late applications will not be considered
* Applications that are not fully completed will not be considered
* CVs will not be considered

**Please note that although the closing date is 21st APRIL 2017, we would like to fill this role as soon as possible, in order to facilitate this, we will invite suitable candidates for interview as and when we receive the applications and consequently may end the recruitment process earlier than the closing date.**

If you have any queries about anything in this information pack please contact:

Frankie McClure

Concern Worldwide

47 Frederick Street

Belfast

BT1 2LW

Telephone: 028 9033 1100