



Community Fundraising Officer

Information for Applicants

February 2024

Improving the lives of Older People
living in Ballymena, Larne and
Carrickfergus.

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Who are we?

Mid & East Antrim Agewell Partnership (Agewell) is an award winning charity whose aim is to improve the lives of Older People aged 50 years and over, living in the areas of Ballymena, Larne and Carrickfergus, using a partnership, community assets based approach.

Since its inception, the charity has grown in strength and now supports a membership of over 75 community groups as well as over 1800 individual Older People from all over Mid and East Antrim through a variety of health and wellbeing services and initiatives.

Our Vision

Our vision is for 'Mid & East Antrim to be a place where everyone can actively 'age well' together, being involved, heard and valued'.

We listen to Older People's lived experience to pursue opportunities that will improve health and wellbeing for the ageing population in our community now, and in the future.

Looking Towards the Future

As we continue to expand our services across the Mid and East Antrim area, we are looking for talented and passionate individuals to join our team. We are delighted to present this pack, and now invite applicants to apply for the following position:

Community Fundraising Officer (Fixed Term)

Our Programmes

Agewell deliver a range of projects including;



Ageing Well Services

We work in partnership with Mid & East Antrim Borough Council Community Planning Partnership to support the delivery of the 'Good Morning' telephone befriending service in each of the areas, as well as an Older Person's Handyman service for small home repairs.



IMPACTAgewell

IMPACTAgewell®

IMPACTAgewell® is our innovative, community led, social prescribing programme which has been developed and delivered by a wide range of healthcare practitioners including GPs, Community Pharmacists, Social Work teams and Commissioners, thanks to funding from The Dunhill Medical Trust and The Health & Social Care Board.

Connect North

We partner with Age NI to deliver the Connect North Service for Mid and East Antrim which is funded by the Northern Health & Social Care Trust. Connect North is a holistic Social Prescribing service for the Northern Trust area which aims to support adults aged 18 years and above and living in or registered with a GP in the NHSCT area who are experiencing social, emotional or practical issues which are affecting their health & wellbeing and require assistance from a Link Worker to determine appropriate supportive services.



Health and Wellbeing Projects

Agewell also run a variety of small but vital projects relating to the health and wellbeing of Older People in our area. Recently, examples of these have included; 'Healthy Steps to Ageing' – a Building Community Pharmacy Project, Creases for Carers – a door to door ironing service for Older Carers, Building Flourishing Friendships – a face to face befriending service for the most vulnerable in relation to loneliness and isolation.

Community Engagement and Support

As a charity we work extensively with local statutory and voluntary partners in community support. Part of our work involves supporting the numerous community groups in the area,



HOW CAN WE SUPPORT YOU?

ONE PHONE CALL CAN OPEN MANY DOORS



Speak to an Agewell Team Member

on 028 2565 8604



Individual Support

- IMPACTAgewell
- Connect North Link Worker
- Counselling Service
- Financial Wellbeing
- Creases For Carers Ironing Service



Personal Security

- Nuisance Call Prevention
- Scam Savvy Text Alert Service



Home Safety

- Handyperson Service
- Keysafes
- Home Repairs
- Grab Rails
- Fire Safety Check Referrals
- Crime Prevention Referrals



Befriending

- Good Morning Telephone Befriending
- Building Flourishing Friendships Face-to-Face Befriending



Community Support

- Advice & Guidance
- Training & Mentoring
- Capacity Building



Publications

- Ageing Well Magazine
- Annual Calendar
- Health & Wellbeing Information



Social Connections

- Safe Social Club
- Agewell Members' Events
- Signposting to Local Groups

Encouraging work life balance

- 37 days paid annual leave (including bank holidays), pro-rata for part-time
- Increased annual leave entitlement, based on length of employment
- Smart working options (with the opportunity to work remotely)
- Flexible working options

Caring for you and your family

- Generous sick pay entitlement
- Opportunity to accrue Time off in Lieu
- Benenden Health cash plan to help offset the cost of health care for you and your family
- Enhanced leave for new parents
- Free access to a confidential independent counselling service
- Additional Mental Health Leave Days
- Special leave options (such as up to 3 days paid leave for domestic or personal emergencies a year)
- New family-friendly benefits, including paid leave: In the event of miscarriage or still birth, to support fertility treatments or adoption process and for antenatal appointments for both parents
- Company Maternity and Adoption Pay
- Shared Parental Leave Policy

Enriching your life at work

- Personalised development plans with a wide range of training courses and opportunities to source additional training options
- New, modern offices that embrace working together both in-person and remotely
- Various opportunities to influence how we internally operate
- Collaborative working days
- Active and supportive internal employee networks for collaboration and peer support
- Two days paid leave a year to volunteer for other local charitable causes

Thinking about your finances

- Auto Enrolment in our Workplace pension with Employer contributions at 3%
- Business Expenses and Mileage
- Benenden Health cash plan to help offset the cost of health care for you and your family

Job Description: Community Fundraising Officer

Job Title	Community Fundraising Officer
Location	Broughshane House, 70 Main Street, Broughshane
Hours	14 or 21 hours per week
Salary	£24,496 Pro Rata
Responsible to	Executive Director for Community Development & Finance
Annual Leave	25 days (plus statutory days) per year Pro Rata
Term of Contract	Fixed term to 31 March 2025 with the possibility for extension subject to funding

Role Purpose

This presents an exciting new opportunity within our charity. In line with our Income Generation Strategy, we are in search of an energetic and passionate individual who possesses a natural affinity for people, while also being a self-motivated, strong communicator with exceptional interpersonal abilities.

Working closely with the Agewell team, the ideal candidate will be a creative, passionate thinker who thrives on engaging with communities and building strong relationships which will help generate income to support our work helping local Older People in Mid and East Antrim to be better PHYSICALLY, EMOTIONALLY and better CONNECTED.

Key Accountabilities and Responsibilities

The main responsibilities & deliverables for this post include:

- To initiate, develop and sustain relationships with potential partners and sponsors from the community and voluntary sector, and private sector to generate funds for Agewell.
- To identify and secure community events and activities in which Agewell can partner or attend to raise funds.
- To provide excellent donor care and support through face-to-face interactions, telephone, email, social media and written communications.
- To increase the profile of Agewell by continuously exploring and developing new fundraising opportunities, as well as communicating the work of Agewell.
- To carry out our work in line with The Code of Fundraising Practice.
- To coordinate a small team of Fundraising Volunteers when necessary, to support fundraising activities for the Charity.
- To monitor progress and inform of income through monthly reports to the Executive Director for Community Programmes and Finance.
- Adhere to Data Protection legislation and Agewell policies and procedures relating to the processing and storing of data

General Responsibilities

- To adhere to existing work practices, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- To demonstrate commitment to Agewell through regular attendance and the efficient completion of all tasks
- It will be necessary to work with information technology and associated systems in accordance with Agewell Policies and Procedures
- To co-operate with Agewell in complying with relevant health and safety legislation, policies and procedures, in the performance of the duties of the post
- To carry out duties and responsibilities of the post in compliance with Agewell equal opportunities policies
- To maintain confidentiality and observe data protection and associated guidelines where appropriate

Supervision Received

Direct supervision by the Executive Director for Community Programmes & Finance, but the Community Fundraising Officer is expected to display significant initiative within the framework of agreed work- plans.

Work Complexity

The job requires the application of a wide range of skills, and an ability to effectively manage time and resources. This position is central to the overall success of the work of Agewell. It requires initiative, enthusiasm and drive.

Confidentiality

The postholder should apply confidentiality as appropriate.

The post holder will be subject to an enhanced Access NI check.

The job description is a general outline of the post as it is currently perceived by Agewell. This job description is not intended to be restrictive or definitive and will be modified to meet the requirements of the evolving needs of the services we provide.

The responsibilities of the post will change in line with continuous improvements as Agewell aims to meet its vision, strategic planning and best response to the needs of clients accessing our services.

**Mid & East Antrim Agewell Partnership is an
Equal Opportunities Employer**

Job Description and Personal Specification

Essential Criteria	
Qualifications and Experience	<ul style="list-style-type: none"> • A minimum of three years' experience in a people facing environment. • Grades A-C GCSE in Maths & English or equivalent
Skills and Abilities	<ul style="list-style-type: none"> • Excellent numeracy skills and IT skills. • Excellent interpersonal skills which includes proven ability to influence and negotiate. • Excellent level of both written and verbal communication, including proven experience of public speaking and delivering presentations. • Excellent organisational skills with the ability to prioritise tasks and work to multiple deadlines. • Ability to work in a team environment as well as demonstrate independent working using own initiative. • Be able to demonstrate examples of creative and innovative approaches to tasks.
Circumstances	<ul style="list-style-type: none"> • Full driving license and access to a car for business purposes or access to a form of transport that will meet the travel requirements of the post. Mileage is covered from base for work related trips. • Ability to work evenings and weekends on a regular basis • The post holder will be subject to an enhanced Access NI check.
Desirable Criteria	<ul style="list-style-type: none"> • Previous experience within fundraising and/or of working within a charity. • Previous experience in organising events. • Knowledge and understanding of the challenges faced by Older People. • Knowledge and understanding of the community and voluntary sector in Mid and East Antrim. • Knowledge and understanding of The Code of Fundraising Practice.

How to apply

Applications will only be accepted on the official application form.

Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.

It is the responsibility of the applicant to ensure that they submit

both

1. Application Form **and**
2. Equal Opportunities Monitoring Form

It is the responsibility of the applicant to ensure that they send their completed Application Form and Equal Opportunities Form to recruitment@meaap.co.uk

The closing date for applications **is noon on Thursday 29th February 2024.**

It is anticipated that interviews for this role will take place Monday 11th March 2024.

Applications received after this time and date will not be accepted.

We look forward to hearing from you, and wish you all the best in your application and the process ahead. For any queries please contact recruitment@meaap.co.uk

Mid & East Antrim Agewell Partnership collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does the company collect and how?

Agewell collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and
- employment history; information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit
- entitlements; information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Why does Agewell process personal data?

Agewell collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Agewell has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Agewell protect data?

Agewell takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long does Agewell keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is

Privacy Notice

deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your Rights

As a data subject, you have a number of rights under data protection law.

- You can: access and obtain a copy of your data on request;
- require Agewell to change incorrect or incomplete data;
- require Agewell to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Agewell is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Agewell during the recruitment process. However, if you do not provide the information, we may not be able to process your application.