



## ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the leading agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities. Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

The Fundraising and Data Coordinator - Schools Triathlon is an essential role within Restless Development's tight-knit Fundraising team. The Coordinator is responsible for the fundraising, data and insights of the Schools Triathlon series. The [Schools Triathlon](#) is a mass-participation sporting event for children aged 7-13. Its aim is to encourage more children into sport while also teaching them the importance of fundraising. Over the years, the events have raised over £1m for Restless Development and local charities and over 9,000 children have taken part. We are aiming to deliver 7 events in 2022 and expand the series each year.

In the role you will work with a wide range of stakeholders (our Schools Triathlon committee, host and participating schools, partners, participants and events delivery partners to name a few), as well as attending school assemblies to recruit participants and manage the back-end systems and processes.

We are looking for a passionate, self-driven individual with a desire to expand the Schools Triathlon series. **The successful candidate will not require any fundraising experience. You'll need to be passionate about what Restless Development does and be able to clearly explain and present that work to motivate our fundraising partners.** The successful candidate will have events management experience. This role is part of a small team, so the successful candidate will be a team player who is willing to support the wider team whilst balancing their own workload. They'll be occasional weekend work during April and May and regular travel around London for which time off in lieu will be given.

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#). The Schools Partnerships and Programmes Coordinator will be working with the Triathlons team to ensure that the day-to-day planning and running of the Schools Triathlon Programme is in line with our safeguarding policies and that safe and secure environments are created when working with children and young adults.

For more information on Restless Development's mission, values and work, please visit: [www.restlessdevelopment.org](http://www.restlessdevelopment.org).

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## ABOUT THE ROLE

<b>Job title</b>	Fundraising and Data Coordinator - Schools Triathlon
<b>Location</b>	Working remotely during lockdown but once offices are open again, the job will be based in Waterloo, London.
<b>Salary</b>	£26,809 gross per annum
<b>Preferred start date</b>	August 2021
<b>Length of contract</b>	2 years
<b>Visa requirements</b>	Must have the right to work in the UK
<b>Other requirements</b>	Must have a full drivers licence and access to reliable and roadworthy vehicle
<b>Reports to</b>	Schools Partnerships and Programmes Manager
<b>Expected travel</b>	Regular travel around London and other areas in the UK. Regular evening and weekend work for which time off in lieu will be given.

### Job requirements:

#### Fundraising and supporter care (20%)

- Respond to enquiries from parents and guardians on our dedicated inbox and mobile phone.
- Lead on our Schools Triathlon merchandise sales from our website and at the Triathlon events.
- Lead on the production and distributions certificates after the Triathlon events.
- Manage offline donations at the Triathlon days to ensure that fundraising targets are met.

#### Data management and insights (40%)

- Manage the registration process from assemblies to participant sign-up to ensure that assemblies are successful, individuals and teams are signing up, participants are setting up JustGiving pages.
- Utilise our database to track and monitor fundraising activities and identify our top fundraisers and zero-pound fundraisers to the Communications Coordinator in the Schools Triathlon team.
- Use data and insights generated to report back on progress to Schools Partnerships and Programmes Manager and Schools Triathlon Committee.
- Work with our website supplier to ensure that the Schools Triathlon website and CRM is functioning properly and is being improved for our users.
- Explore developing our App to engage the Schools Triathlon network.
- Ensure that data is being transferred from Schools Triathlon website to our CRM database each year and remove data once it has expired.
- Update the fundraising team forecast at the end of each month with fundraising amounts.

#### Relationship management (20%)

- Develop a good working relationship with the Triathlon Committee, made up of Restless Development staff and volunteers, while still keeping the appropriate members informed and bringing in support as and when needed.
- Develop a relationship with our website provider to ensure that the registration platform is functioning and up to date.

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- Develop strong relationships with schools through the delivery of assemblies and parents while responding to queries and on event day.
- Be able to adapt your interpersonal and relationship management skills depending on your audience (for example, pupils, parents, school contacts, corporate sponsors, and suppliers).

### Other (10%)

- Throughout September to February, present assemblies in schools to inspire pupils to sign-up to the Schools Triathlon.
- Must attend the Schools Triathlons in April and May, and other occasional evening and weekend work, for which time off in lieu will be given
- Many of the schools we have relationships with are not accessible by public transport, so it is vital you have access to a reliable roadworthy vehicle. All travel will be reimbursed in accordance with Restless Development’s travel policy.
- Undertake any other duties as requested by the Schools Partnership and Programmes Manager.

## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the Schools Partnership and Programmes Coordinator
 <b>HEART</b> We are who we serve. We are brave.	Values-led	Supports managers to embed a values led culture within their team. Uses values to guide decision making and group actions.
	Innovation	Is driven to generate ideas which continually improve ways of working, involving others in problem solving. Adapts style to cope with and support others through change.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Strives for continual improvement against individual goals, seeking opportunities to maximise their contribution to team priorities. Supports others to deliver quality and improve their work. Takes ownership for ensuring value-for-money in the areas for which they take partial ownership.
	Decision-Making	With guidance, takes ownership for programme elements and/or internal processes. Considers underlying issues and Restless Values when making operational decisions.
 <b>VOICE</b> We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Confidently leads programme elements and/or internal processes. Will typically manage one or more junior staff members and is seen as a leader amongst their peers.
	People Development	Regularly seeks feedback and evaluates own performance, creating opportunities for personal development. Develops others through proactive sharing of knowledge, skills and opportunities.

 <b>HANDS</b> We are in it together. We listen and learn.	Effective Communication	Confidently adapts their communication style to suit their audience. Is able to influence others to build shared understanding.
	Collaboration	Seeks opportunities to collaboratively deliver quality against team goals by building strong relationships with colleagues from across the organisation. Works with external partners to maximise mutual benefits.

SKILLS AND EXPERIENCE	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Excellent planning, organisational and logistical skills</li> <li>• Public speaking and presentation experience</li> <li>• Strong written communication skills</li> <li>• Ability to manage high performing relationships with multiple stakeholders</li> <li>• Ability to work to deadlines and balance multiple priorities</li> <li>• Strong IT skills (inc Excel), strong numeracy skills to process financial data</li> <li>• Ability to manage own time and work autonomously</li> <li>• Ability to think creatively and innovatively</li> <li>• Full drivers licence and access to a vehicle</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Interest in/ knowledge of international development</li> <li>• Fundraising experience</li> <li>• Experience using a CRM database</li> <li>• Experience using JustGiving or other fundraising platforms</li> </ul>

**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer pension contributions of 3% for a manager.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

### Professional development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.

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- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

#### **Travel and medical insurance**

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

#### **Relocation package**

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

### **KEY DATES**

Please send a completed application form to [jobs@restlessdevelopment.org](mailto:jobs@restlessdevelopment.org) by **Monday 2 August 2021 at 9am GMT**.

Interviews will take place:

- First round: Thursday 5 August / Friday 6 August 2021
- Second round: Tuesday 10 August 2021