

ABOUT THE ROLE

Job title	Fundraising and Events Coordinator
Location	The job is based in Waterloo, London. There will be flexible working between the office and home, and will require a minimum 2 day a week in the office.
Salary	£26,809 gross per annum
Preferred start date	October 2021
Length of contract	2 years
Visa requirements	Must have the right to work in the UK
Other requirements	Must have a full drivers licence and access to reliable and roadworthy vehicle
Reports to	Schools Partnerships and Programmes Manager
Expected travel	Regular travel around London and other areas in the UK. Occasional evening and weekend work for which time off in lieu will be given.

Job requirements:

Fundraising and supporter care (30%)

- 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 (30%)

- 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.

For more information on Restless Development's mission, values and work, please visit: www.restlessdevelopment.org.

**RESTLESS
DEVELOPMENT**

- 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
 HEART 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.
 HEAD 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.
 VOICE 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.

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

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. **Closing date will be Friday 22nd October but we may assess applications as and when they are submitted.**

There will be two rounds of interviews, which will take place as and when required.