



Major Giving Research Assistant Application Pack



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Do you want to improve the lives of disabled and vulnerable people?

Humanity & Inclusion UK is an award-winning international development charity that is looking for an experienced, personable, highly organised, results-driven individual to join our recently established Major Giving Team as Research Assistant. As part of our ambitious plans in the UK, our aim is to achieve step-change in private fundraising, and raise our public profile. If you are keen to work in an international environment, love research, are happy to be hands on with administration and other multiple priorities in a small team, and have a can-do attitude, this job is for you!

Who we are

Humanity & Inclusion is an independent international aid organisation working in situations of poverty and exclusion, conflict and disaster.

Working alongside people with disabilities and vulnerable populations, we take action and raise awareness in order to respond to their essential needs, improve their living conditions and promote respects for their dignity and fundamental rights.

Humanity & Inclusion is co-winner of the 1997 Nobel Peace Prize for its work on the Mine Ban Treaty. We were also awarded the 2011 Hilton Humanitarian prize in recognition of our contribution to alleviating human suffering and supporting the most vulnerable people.



Our vision is of a world where all one billion people with disabilities can fully access and exercise their human rights.

Respect for the rights of people with disabilities has been at the heart of Humanity & Inclusion's approach since it was founded in 1982. Thirty-six years on, our organisation is still working and fighting around the world to improve the living conditions of people with disabilities and other vulnerable people and to ensure that their fundamental rights, the rights of all, are respected: the right to health, education, employment, accessibility and security.

About Humanity & Inclusion UK

Humanity & Inclusion UK is a member of the Humanity & Inclusion Federation. Since its creation in 1999 (as Handicap International UK), Humanity & Inclusion UK has developed its own sense of identity to suit the UK market within the wider framework of Humanity & Inclusion.

Humanity & Inclusion has an ambitious delivery plan in the UK, as part of our 2016-25 strategy.

Equal opportunities policy

Humanity & Inclusion UK (HI UK) values diversity and welcomes applications from all sections of the community. We particularly encourage applications from people with disabilities.



Employee Benefits

- ❖ All full-time employees are entitled to 28 days holiday per year in addition to UK public holidays.
- ❖ Training and development opportunities are open to all staff, and will be provided in order to support them to fulfil their roles.
- ❖ HI UK also supports employees in their desire to further their qualifications and careers, and will support them by offering opportunities to undertake studying for relevant qualifications and paying for relevant professional membership fees.
- ❖ Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees.
- ❖ We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, a maternity/paternity/adoption and parental leave policy.
- ❖ We offer a competitive workplace pension scheme, matching contributions up to 6% of gross salary.
- ❖ Humanity & Inclusion UK is positive about employing disabled people and is proud to be accredited as a Disability Confident Employer.
- ❖ We also offer a Worklife Support Employee Assistance Programme for free and confidential information, support and counselling.
- ❖ Our office is conveniently located in SE1 with great transport links to Waterloo, Blackfriars, London Bridge, and the underground.

1. **JOB TITLE** Major Giving Research Assistant
2. **ORGANISATION** Humanity & Inclusion UK (HI UK)
3. **SALARY** £21,935-£23,000 per annum, depending on experience
4. **DEPARTMENT** Private Fundraising - Major Giving
5. **REPORTING TO** Head of Partnerships and Philanthropy
6. **RESPONSIBLE FOR** Major Giving volunteer(s) and voluntary intern(s)
7. **KEY LINKAGES** Individual Giving and Communications team; Institutional Relations team; Finance; HI Federation Major Giving and Communications teams.
8. **DURATION** Maternity cover, starting January 2019, anticipated for 3 months
9. **LOCATION** Based in London SE1

10. **BACKGROUND INFORMATION AND PURPOSE OF THE POST**

Humanity & Inclusion's 2016-25 global strategy translates into an ambitious delivery plan in the UK. Our aim here is to achieve step-change in private fundraising, especially Major Giving, and to significantly raise our public profile.

Building on the last three years of our programme, this role will:

- Support the Head of Partnerships and Philanthropy on the delivery and implementation of an ambitious and integrated major giving programme for HI UK, in line with UK and Federation priorities.
- Carry out a substantial desk based research project - into all potential major giving targets in the UK that match our aims on themes and geographies, with a timeline for applications and approaches over the next two years.
- Manage the Major Giving team's administration and communication with existing supporters.

11. **MAIN DUTIES AND RESPONSIBILITIES**

General

- Support the Head of Partnerships and Philanthropy to develop Major Giving further as a successful and sustainable income stream in the UK.
- Pro-actively manage the team's systems and processes, keeping them up-to-date and accurate; including but not limited to the data.
- Build your knowledge of the wide range of our work – both thematically and geographically – so you can spot opportunities with potential major givers.
- If relevant, respond urgently to natural disasters and emergency situations, with proposals to our major giving supporters and communicate with them in other ways e.g. through newsletters, to keep them engaged with HI.
- Recruit and line manage Major Giving volunteers to support the team, when necessary.

Major Giving

- Plan and carry out a comprehensive and accurate desk based prospect research project incorporating each Major Giving target area (Trusts & Foundations, Corporates and Major Donors) to pro-actively identify the most appropriate large and middle-sized major gift opportunities for the team to apply for in 2019 and 2020.
- Produce a timetable for applications in 2019 and 2020, with criteria, based on research results.
- Carry out ethical screening of target prospects.
- Identify any links between our target prospects and our existing networks.
- Maintain accurate and up-to-date Trust & Foundation, corporate and major donor databases.
- Identify opportunities for us to connect directly with targeted trusts & foundations and corporates through networks, introductions and events.
- Liaising with the Federal fundraising team in Lyon for source content, produce material to support on high-quality proposals for submission to targeted trusts and foundations.
- Keep an up-to-date calendar of follow ups for submissions sent and existing donors and, obtaining source content from the Federal fundraising team, contribute to accurate and timely reports for donors when relevant.
- Write and deliver a small trust mailing to trusts capable of giving smaller sums of money.

Other duties

- Maintain a positive and collaborative working relationship with HI UK colleagues, the Federal fundraising and communication team, and counterparts in other HI country offices in Europe and North America.
- Ensure compliance with fundraising regulations, best practice and industry standards.
- Any other activities commensurate with the level of the post, as may be required by the Head of Partnerships and Philanthropy.

ESSENTIAL
Experience of carrying out successful and accurate research projects (ideally prospect research of Trusts & Foundations, corporates and/or major donors).
Excellent written communication skills with some experience of writing or editing accurate documents independently, e.g. proposals and reports.
Experience of accurately and efficiently managing administrative processes and storing data e.g. research results.
Ability to work in a complex, intellectually rigorous environment whilst remaining focused on delivering results.
Ability to work effectively as part of a small multi-disciplinary team and on own initiative.
Excellent attention to detail.
Excellent spoken and written English (either native English or bilingual).
Excellent IT skills (Microsoft Office & Internet).
Good financial management skills.

DESIRABLE
Experience of prospect research of Trusts & Foundations, corporates and/or major donors.
Experience of writing proposals to and winning grants from UK Trusts & Foundations.
Excellent verbal communication skills with the ability and confidence to engage and inspire people over the phone.
Ability to read and speak some French.
Knowledge of and passion for disability, humanitarian and development issues.
Experience working in an international multi-cultural organisation.

To apply, please send your CV and a covering letter along with the diversity monitoring form by email or post.

By email: recruitment@hi-uk.org

By post: Humanity & Inclusion UK (Recruitment), 9 Rushworth Street, London SE1 0RB

Closing date: 12th December 2018

Interviews will take place 17th and 18th December

For further information, please contact Humanity & Inclusion UK on 0870 774 3737 or by email at recruitment.uk@hi.org.

DIVERSITY MONITORING FORM

In implementing its equal opportunities policy and its recruitment practices, Humanity & Inclusion UK monitors the field of applicants to advertised posts. To do this, we collect information on the ethnicity, gender, age and disability of applicants for a post in the organisation. We also look at how effective our advertisements are, and to do this we ask you where you found out about the vacancy.

Please look at all the descriptions below and tick the boxes that most accurately describe you.

Completion of this form is voluntary – you may choose to complete all or part of it. It is separated from your application before shortlisting.

I heard about the job through:

- Press advertisement – please specify:
- Website – please specify:
- Job Centre
- Other source – please specify:

ETHNICITY

White:

- British Irish Any other white background Prefer not to say

Black:

- Black British Caribbean African
 Any other black background Prefer not to say

Asian or Asian British:

- Asian British Indian Pakistani Bangladeshi
 Any other Asian background Prefer not to say

Mixed:

- White & Black Caribbean White & Black African White & Asian
 Any other Mixed background Prefer not to say

Other ethnic group:

Chinese Latin American Any other background Prefer not to say

GENDER Male Female

AGE RANGE

16-25 46-55
26-35 56-65
36-45 65+
Prefer not to say

DISABILITY

Humanity & Inclusion UK is committed to recruiting and developing people who will be the most effective in achieving our stated aim. The best person to do the job is defined by the person specification for this post. We value diversity and difference, provided this is consistent with our organisational aim and values.

HI UK recognises that many people are discriminated against in society and that in order to release their full potential people have different needs. This requires organisations to take a proactive stance in creating an environment, which will encourage the inclusion and development of traditionally marginalized people. Their inclusion is seen as positively enhancing to an organisation such as HI UK, which has a vision of disabled people realising equal opportunities at all levels in society.

We would like to encourage the participation of disabled people in the work of our organisation.

If you consider yourself to have a disability or impairment, please tick this box.