



Development Assistant (Fundraising)

Welcome

Thank you for downloading this Development Assistant job application pack and considering applying to work for Just Like Us.

This pack contains both the job description and information on how to apply. Our recruitment process is based closely on the job description and person specification. We are looking for your ability and passion to do the role, so please read the specification in this pack carefully.

The application deadline is 23:00 on Thursday 18 August 2022.

We look forward to receiving your application!

Job Description

Summary of the role

Just Like Us is the LGBT+ young people's charity and works with thousands of schools and young people across the UK through its programmes.

We are recruiting for a Development Assistant to support our fundraising activities, which will enable us to realise our five-year strategy to ensure schools become more inclusive places where LGBT+ young people are able to thrive.

This role is critical to the success of Just Like Us. You will support the Director of Development and Development Officer to enable the charity to grow and diversify our

income and ensure we remain financially sustainable so that we can reach even more LGBT+ young people across the UK.

This role is an entry-level position and will provide the successful candidate with a strong foundation for a career in fundraising within the voluntary sector. We are looking for someone who is eager to learn, with strong written and verbal skills, and good organisational and administrative skills to join a friendly, driven Development Team.

We are very keen to hear from underrepresented voices, particularly trans and non-binary, Black and/or PoC candidates.

About Just Like Us

Just Like Us is the LGBT+ young people's charity.

Founded in 2016, we work with primary schools, secondary schools and sixth form colleges across the UK to improve the lives of LGBT+ young people. To do that, we run three programmes:

- **Ambassador Programme:** We train LGBT+ 18 to 25 year olds to speak in secondary schools about growing up LGBT+ and allyship. We support our ambassadors to use their voice, develop skills and find community.
- **School Diversity Week:** We run the UK-wide celebration of LGBT+ equality in primary and secondary schools. We provide free educational resources to thousands of schools, making LGBT+ inclusive education accessible to all.
- **Pride Groups:** We help secondary schools set up and run lunchtime or after school clubs for LGBT+ and ally pupils to meet, learn and get support.

The Position

Salary: £23,000 p.a.

Permanent, full-time

Holiday: 25 days (excluding statutory public holidays)

Reporting to: Director of Development

What we offer all employees:

- **Pension contribution:** Just Like Us will match your pension contributions up to 6%
- **Flexible working:** Just Like Us currently offers a mixed home/office working model, enabling team members to work from home and in the office
- **Professional development:** We are committed to the ongoing professional development of all team members, with an annual training budget per person and a clear personalised pathway to help your career goals
- **Employee Assistance Programme:** Through Health Assured, a leading Employer Assistance Provider, staff can access support in a range of areas, including (but not limited to) - counselling, stress, tenancy and housing, legal support and childcare
- **Extra day of annual leave:** For each year in post, team members gain an additional day of annual leave, up to a maximum of five

Key Responsibilities

- To develop compelling funding proposals for our existing and new programmes, which will be used to secure donations, grants and sponsorship
- To support the Development Team to grow and maintain our portfolio of funders, corporate partners and donors
- To provide administrative support to the Development Team to help meet our ambitious fundraising targets
- To regularly update and effectively manage fundraising information held on our database
- To prepare high-quality presentations, reports and fundraising materials when needed
- To provide logistical support for fundraising events (both in-person and online)
- To work alongside colleagues in our, Education, Communications and Volunteering teams, to support the management of relationships with external funding partners

- To undertake tasks that may be requested from time to time that are consistent with the nature and scope of this post
- To maintain the values of Just Like Us

Experience, skills and attributes

The applicant must:

- Be passionate about our cause – supporting LGBT+ young people to thrive – and be highly motivated to support us to grow
- Demonstrate an interest in fundraising and exhibit evidence they have researched this field.
- Have excellent organisational and administrative skills
- Have exceptional written and verbal communication skills
- Be an effective proofreader and have excellent attention to detail
- Have a willingness to learn and develop
- Be able to work effectively both independently and as part of a team
- Have excellent interpersonal skills and be a relationship builder
- Be highly computer literate, proficient in using email, Google Sheets and Google Docs and willing to learn quickly how our database functions
- Be able to work very effectively under pressure and meet tight deadlines

How to apply

To apply, please email the following to info@justlikeus.org with 'Development Assistant (Fundraising) application' in the subject line, **by 23:00 on Thursday 18 August:**

- 1) A cover letter (max two pages; PDF or Word document) detailing how you meet the *Experience, Skills and Attributes* section of this Job Description. Alternatively, you may provide a video or audio recording that is no longer than five minutes.
- 2) Answers the following questions (in one PDF or Word document):
 - a) *Who is Just Like Us and what does the charity do? (250-500 words)*

- b) *What are the problems currently facing LGBT+ young people in the UK and why is this important? (250-500 words)*
- c) *Based on your two previous answers, how does the work of Just Like Us address the issues faced by LGBT+ young people? (250-500 words)*

Please email all of the above to info@justlikeus.org with 'Development Assistant (Fundraising) application' in the subject line **by 23:00 on Thursday 18 August**.

Interview stage

If invited to interview, the process will be as follows:

- 1) Written task - you will be given one hour to complete a written task, which will entail writing a letter to a donor
- 2) Interview - you will have a 45-minute interview with a three-person panel comprising Just Like Us staff

We expect there to be one interview but there may be a second interview if needed.