



Fundraising Assistant - Community Fundraising (Internship)

About Us

Unseen is a UK charity with its head office in Bristol. We provide safehouses and support in the community for survivors of trafficking and modern slavery and operate the 24/7 UK wide Modern Slavery & Exploitation Helpline. We also work with individuals, communities, business, governments, other charities and statutory agencies to end slavery for good.

Our vision

Our vision is simple: a world without slavery. We aim to transform society's response so all can live in a world free from such abuse and exploitation.

Our mission

We're working to end modern slavery by empowering, equipping and influencing others to bring about positive and transformational change.

By **empowering** and supporting survivors through our specialist services we can enable them to recover safely and develop resilient, independent lives.

We identify key slavery and exploitation issues, and **equip others** with effective solutions through advice and training.

We use our experience, research and survivor stories to **influence** society and push for change in legislation, policy, business practice and consumer choices.

Our strategy

Educate society

Provide tangible solutions for individuals, communities, and organisations to be effective in their personal and professional lives in relation to tackling modern slavery

Business engagement

Positively affect business behaviour by driving up standards to mitigate forced labour/ modern slavery by increasing awareness, engagement, transparency and promoting continuous improvement.

Support services

Influence and improve support systems locally, regionally, and nationally, whilst continuing to deliver services that empower and increase resiliency for those who have been exploited.

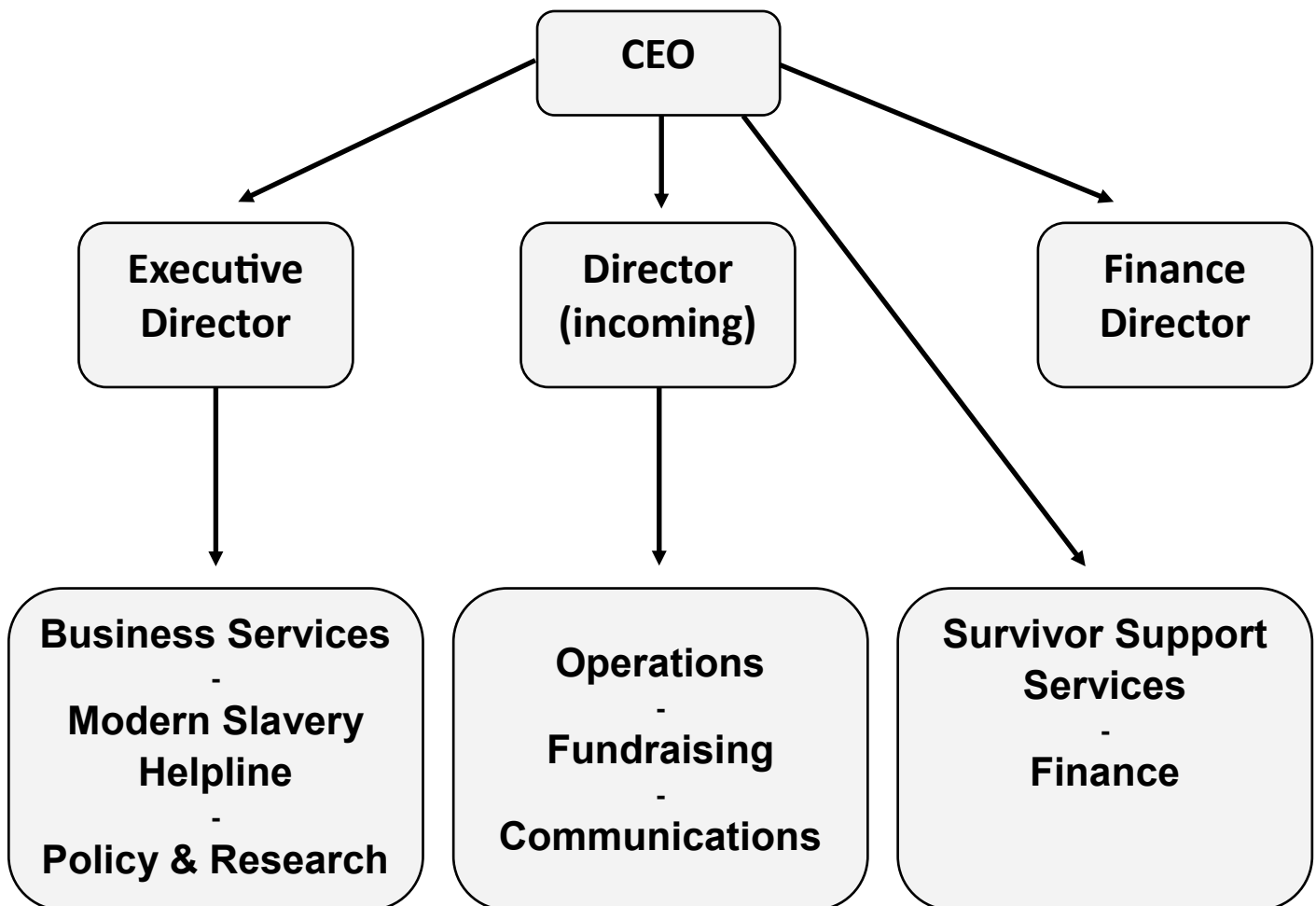
Policy, legislation and operational change

Influence policy, legislation, and operational practice in the UK and overseas to ensure tackling modern slavery remains a priority, being evidence-led by using our unique helpline data.

Organisational sustainability and optimisation

We will routinely review our internal processes and structure to ensure capacity and capability is optimised. We will consistently strive to achieve value for money. We will continue to prioritise funding ensuring our support services benefit the most from our activities.

Organisational Structure



Our values

Collaborative: We recognise the advantages in combining our expertise with the contributions of others. We seek to build lasting partnerships to support, challenge and deliver the changes we are aiming for.

Honourable: We see the best in people and promote an environment of respect for each other and our partners. We are straightforward, trustworthy and truthful in all our work.

Ambitious: We want to go as far as possible. We strive for the highest standards in all we do, pushing for change, looking for solutions. Our conduct, treatment of others and provision all aim to exceed expectations.

Dynamic: We are motivated to deliver results that change lives. In order to drive solutions forward, we embrace innovation, boldness and positivity.

Insightful: We are knowledgeable, informed and up-to-date. Thoroughly researching issues is a priority for us as the best way we can provide targeted, effective solutions.

Fundraising Assistant—Community Fundraising (Internship)

Location	Flexible / remote working with attendance at Unseen's head office in Bristol as required. This role may also see you travelling to events or meetings across the country, so access to transport would also be welcomed, but not essential.
Salary	£10.90 per hour — Real Living Wage
Hours	15 hours per week over 5 weeks. Variations to these hours and duration of internship will be considered and can be discussed at interview.
Reports to	Senior Fundraising Officer

Purpose

We are looking for a Community Fundraising Assistant to help us build strong relationships with our university partners, festival organisers and other community groups, supporting them to complete challenges and raise funds for our vital anti-slavery work.

Unseen has an established network of partner universities across the UK, and together with their representatives we encourage student fundraisers to sign up to challenge events, such as treks and skydives, and street fundraising collections. We also hold key relationships with faith groups and community groups who fund and promote our work.

You will support Unseen's Community Fundraiser to continue building these partnerships, helping to organise and deliver challenge and social events, potentially attending festivals and local fairs, helping deliver relevant social media and other communications, and supporting students and others to meet their fundraising targets.

As we emerge from the pandemic, this engagement with partners will be through a combination of online and in-person contact, with significant real-world events planned to go ahead throughout the year.

Key responsibilities and tasks

1. Developing relationships with partners

- With support from the Community Fundraiser, develop PowerPoint presentations and help in delivering information to university RAGs and other charity appeal partners to encourage future engagement.
- Assist in reaching out to new potential partners in areas that we want to expand into – e.g. festivals, faith groups.

2. Supporting our active fundraisers

- Provide existing and new university student society contacts and fundraisers with regular support either online, face to face, on the phone or via email.
- Manage students throughout their overseas challenge recruitment sign ups, monthly support and thanking and updating them when relevant.
- Help create engaging presentations and new content for students to keep them engaged with our cause, up to date with information and motivated to fundraise.
- Attend and help deliver fundraising events where appropriate – this might include setting up stalls, talking with attendees or arranging activities.

3. Social media and database

- Provide social media updates to support our Community Fundraising activity, responding to queries and comments.
- Respond to emails within your own inbox and the team Fundraising inbox.
- Ensure all contact activity is recorded on our database, as well as making sure regular communication and donations are being logged.

4. Fundraising materials

- Ensure we have fundraising materials in stock for fundraisers, sending them out as requested.
- Ensure our fundraising guide, materials and tools are up to date and being shared online.
- Help develop new fundraising materials appropriate for Community Fundraising.

5. Fundraising Team Duties

- Attend Fundraising team meetings.
- Undertake relevant training.
- Learn and adhere to the Fundraising Code of Practice.
- Support other fundraising activities as needed.

6. General (all staff)

- Promote the vision, aims and objectives of Unseen and ensure that all contacts with external people and organisations fully reflect the professional approach of Unseen
- Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures
- Identify training needs and undertake appropriate training as needed

Key responsibilities and tasks (cont.)

7. Skills that will be developed

- Understanding how to secure new fundraising partnerships.
- Planning and delivery of events.
- Direct fundraising experience.
- Presentation skills, including creating information sessions.
- Social media and database use.
- How to plan communications.
- Experience of working in the charity sector.
- Building knowledge about human rights, modern slavery and human trafficking.

Full training and supervision will be provided in this role.

Person Specification

Essential Experience, Skills and Personal Attributes	
1	Understanding the importance of customer service, both online (email, social media) and via telephone or in person
2	Experience of undertaking administrative tasks and working in a team
3	Good organisational and time-management skills
4	Outgoing, confident, and friendly
5	Happy to work some evening and weekends when required for events. Time off in lieu (TOIL) will be provided
Desirable Experience, Skills and Personal Attributes	
6	Experience of assisting with the planning and/or delivery of events
7	Relevant experience and knowledge of the basics of events fundraising / challenge events sector
8	Good verbal and written communication skills with an interest in digital communications (such as web or email copy, or social media)
9	Recent participation, or interest in, challenge events
10	Self-motivated and able to use initiative.
Values	
11	Commitment to social justice issues, equalities and the restoration of vulnerable people
12	Has empathy for survivors of modern slavery

How to apply

This recruitment pack contains a job description, person specification and other information relevant to this role and its position within Unseen.

To apply:

1. Please [complete the application form for the role here:](#)
2. Please send a copy of your CV to jobs@unseenuk.org with reference to the job title.

Please note that the deadline for applications for this role is rolling, the post will be open until we have filled it.

Applications will be reviewed as they are received, so applicants are encouraged to apply as soon as possible.

As an organisation focused on equality and diversity, we welcome applications from all sections of the community and all backgrounds, including those with a lived experience of modern slavery, those from ethnic minority groups, those with disabilities and those from the LGBTQ+ community.

Any questions, please contact jobs@unseenuk.org.



**Thank you for your interest in working
with Unseen to achieve our vision of a
world without slavery.**