relate ni
the relationship people

APPLICATION PACK

Senior Fundraising Officer

INVESTORS IN PEOPLE®
We invest in people Standard

Welcome!

DUANE FARRELL, CEO

Hello and thanks for downloading this recruitment pack and for your interest in this role.

Relate NI is passionate about enabling good quality relationships for our diverse society in Northern Ireland. Through our experience of working with people across Northern Ireland, we've come to understand that relationships not only give our lives meaning; they are of vital importance to our wellbeing. In fact, good quality relationships are one of the most important assets we have as a society. Research and evidence now demonstrate why good quality relationships matter. Evidence indicates that good quality relationships are a crucial protective factor which can shield us from the effects of long-term health conditions; aid our recovery and can even prevent illness in the first place.

This is an exciting time to join the team at Relate NI team as we celebrate 75 years of providing high quality support for people and their relationships right across Northern Ireland, and as we look towards the ongoing relationship support needs of people and communities in the years to come.

Here at Relate NI, we understand that our people are the key means through which we support people to improve their lives and relationships around them. That's why we pay attention to making the organisation a great place to work. We achieve this through our pay and benefits package; through attention to living the organisation's values; and through the support provided to our team in their day-to-day work. We were delighted recently that this work was recognised when Relate NI was awarded the Investors in People standard.

So please take some time to find out more about Relate NI, the work we do and why you should think about submitting an application to come and join us to make a difference in the lives of people and communities right across Northern Ireland.

We look forward to receiving your application.

Duane Farrell, CEO

ABOUT RELATE NI

Relate NI is a charity with a mission to make expert information and support for healthy relationships available for everyone. Our vision is of a future where healthy relationships are at the heart of a thriving society, and our mission is to make expert information and support for healthy relationships available to everyone. We have a number of ways in which we do this:

1 - Provision of Therapeutic Services

Our core service and what we are probably best known for is the counselling support we have provided to people across Northern Ireland for more than 75 years. We provide counselling in the community to families, couples, individuals, teenagers and children from our premises in Belfast and Portadown, and through outcentres in Derry-Londonderry, Coleraine and Ballymena. Our counsellors are qualified and have several years' experience in relationship counselling. Relate NI is registered with the British Association of Counselling and Psychotherapy (BACP) and adhere to its professional standards. We also work with community-based organisations in Belfast to provide counselling and other supports to primary school children through the FSCN, MuMO and STEP programmes and we are also on the Healthy Happy Minds framework for counselling in primary schools across Northern Ireland.

2 – Provision of Education and Training Programmes

Relate NI has always been an advocate of Relationship and Sexuality Education and works in partnership with Nexus NI and The Rainbow Project to provide this to young people aged 15 and 16 years through a range of host organisations working with young people across Northern Ireland. The programme is supported by the Public Health Agency. We also deliver a CPCAB Level V Diploma in Relationship Counselling.

3 – Delivery of Projects

Here at Relate NI, we are always looking for new ways to provide high quality and accessible relationship support to people. The Sustaining Healthy Relationships project is a new and innovative venture which has been supported through the Dormant Accounts Fund. Through this project we want to transform the way we work with and provide support to people by taking our educational interventions into the heart of communities with a view to preventing and or reducing relationship stress through providing tools and techniques to encourage, nurture and strengthen the foundational relationships that bring us joy and improve our mental and physical wellbeing. We provide education interventions to people involved in a range of youth and community groups through this programme.

We also deliver the Golden Threads Programme as we know that healthy relationships are the golden threads that bind our communities together. They are a fundamental cornerstone of our health and mental wellbeing. People who are more socially connected to family, friends, or their community are happier, physically healthier and live longer, with fewer mental health problems than people who are less well connected. With funding from the DoH Mental Health Support Fund through the Community.

You can read about our vision, mission and strategic goals over the coming years by downloading our strategy, '*Relationships Matter – Stronger Relationships for a Stronger Society*' - click here

2021 Good Governance Award Winners (Medium Size Organisation)

HELP US MAKE A DIFFERENCE IN THE LIVES OF PEOPLE ACROSS NORTHERN IRELAND

"I really enjoyed the Sustaining Healthy Relationships Workshop, it has made me feel so positive to move forward. Amazing class!"

- Participant of a Sustaining Healthy Relationships Workshop (Sure Start, West Belfast Area).

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"Its important to nurture your relationships as they are really good for us. It's about asking for help and Relate NI is a good place to start, you will find really good resources to protect your relationships on their website!"

- Professor Siobhan O'Neill,
NI Mental Health Champion

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"Nicest place I have worked for. Genuinely care about their staff and the work that they do!"

- Holly Nesbitt,
Front of House/Receptionist 2021

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"Relate NI not only saved our Marriage, but they quite possibly saved our lives as well"

- Nick,
Attended Couples Counselling Service

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WORKING AT RELATE NI

Relate NI is an accredited Investor in People and to that end we are keen to support our staff through learning and development and continuous professional development opportunities. We provide all our staff with line management support and our counsellors with clinical supervision, both individual and group. Relate NI also provide all mandatory training at no cost to clinical employees.

Relate NI is accredited to provide CPCAB qualifications including a bespoke Level 5 Diploma in Relationship Counselling and can offer subsidised routes for those working with the organisation interested in completing this.

Following our recent re-accreditation for Investors in People here is what some of our staff said about working with Relate NI:

"I get a sense of helping people – doing something for a purpose"
"We are trusted to do what we do, professionally and ethically"
"I came to work in Relate NI because I wanted to do something that improves peoples' lives"
"I was made feel very welcome; a valued member of the team"
"Takes the time to keep you up to date with what is happening and gives me feedback on how I am doing"
"Every year there has been improvement"
"We put relationships at the core of what we do, and that includes working with each other"

RELATE NI PAY & BENEFITS

We continually review our pay and benefits package to make sure that Relate NI offers the best possible experience to our team. The pay and benefits package currently includes:

-Gross salary of £28,000 with an annual review from the board of trustees.
-All clinical roles receive access to paid clinical supervision and the option of participating in a monthly Reflexive Supervision Group (RSG)
-Access to support with CPD, both mandatory and discretionary
-Access to a pension scheme with 5% employee contributions matched by 3% employers' contribution
-25 days (pro-rata) annual leave plus 13 statutory days (pro-rata)
-Access to health and wellbeing support through the Health Assured programme

2022 Trustee of the Year Winners
(Aidan Bennett, Chair)

JOB DESCRIPTION

Job Title	Senior Fundraising Officer
Place of Work	3 Glengall Street, Belfast, BT12 5AB
Reports to	CEO
Salary	£28,000 per annum gross
Working Hours	35 working hours per week
Holiday Allowance	25 days per year plus 12 statutory days, pro-rata. The Relate NI holiday year runs from 1 April to 31 March.
Contract	1 year Contract with possible extension

Job Purpose

Relate NI is now seeking to diversify our current approach to generating income by focusing on the development and conversion of fundraising opportunities among members of the public and through corporate partnerships. This role is a key investment to support our plans and activities in this area. The key purposes of this role are:

- Manage the unrestricted income generation portfolio to maximise sustainable income for Relate NI
- Drive income generation by securing and building fundraising relationships and engaging Relate NI supporters and service teams.
- Raise the profile of Relate NI through a range of fundraising activities and offers

Income Generation

- Develop and co-ordinate regional fundraising plans, activities and a compelling case for support to increase Relate NI's unrestricted income generation.
- Pro-actively identify and convert opportunities for income generation through the development and maintenance of partnerships and fundraising products including grant applications.
- Establish and maintain effective relationships aimed at maximising the income generation potential of individual donors, corporate partnerships and trusts & foundations,
- Assist the CEO to ensure the cost-effective delivery of income and recruitment targets and identify contingencies to meet any shortfalls.
- Build a strong network to identify opportunities and monitor competitor activity in the area to inform future plans
- Monitor and evaluate plans, projects and fundraising activity to assess effectiveness and identify opportunities to increase return on investment and/or enhance supporter experience.
- Liaise with key managers across the organisation to pro-actively identify future income requirements for the successful delivery of project and service-based activities.
- Work in partnership with the Communications and Engagement Team to build human stories of the impact of Relate NI services to support fundraising activity, and promote income generation activities.

Reporting and Governance

- Evaluate and report the impact of fundraising activity against projected targets and income generation forecasting.
- Ensure all activities are carried out legally and conform best practice in line with Fundraising Regulator, Codes of Fundraising practice and GDPR.
- Undertake such training as deemed necessary for the performance of these duties and participate in identifying training and development needs.
- Undertake any other duties as may reasonably be required as part of the Relate NI team.

PERSONAL DEVELOPMENT

- To continue to participate in ongoing professional/ personal development opportunities.
- To keep abreast of new research, developments in practice and in the operating environment / social policy framework.

PERSON SPECIFICATION

EXPERIENCE

- Proven track record in a fundraising development or other relevant sales/marketing role with at least 3 years experience of developing and delivering income generation initiatives
- Proven experience of delivering in a target driven environment of income circa £100k+ per annum
- Proven experience in the development and delivery of fundraising through corporates and/or though events and/or through trusts and foundations at a regional and local level
- Track record of developing new initiatives with at least three years successful track record in communications, sales and/or fundraising development

SKILLS

- Proficient in MS Office including Excel
- Proficient in maintaining record keeping systems required for fundraising activity
- Strong written and oral communication skills; able to present information in an effective way to different audiences
- Customer focused (internal and external) in a Communications/Fundraising role
- Excellent negotiation and influencing skills
- Effective networking skills and the ability to build relationships with a diverse range of people
- Problem solving skills
- Ability plan and prioritise own workload meet deadlines and departmental objectives with minimal supervision, using own initiative as appropriate

OTHER

- Strong understanding of the work of Relate NI and the importance of healthy relationships for people and communities across Northern Ireland
- Team player, with the ability to work co-operatively with others as part of a team

DESIRABLE

- 3rd Level Qualification relevant to the role
- Speak languages other than English

Relate NI reserves the right to enhance the criteria for short-listing purposes in the event of a large number of applications being received.

HOW TO APPLY

Please read the job description and person specification. Please review the application form before you complete and ensure that all sections are completed. We align our applications forms with the person specification for each job role as we believe this will give applicants a better opportunity to tell us about their skills, attitudes and experience.

When completing your application form, your answers to the person specification criteria should demonstrate how you meet the criteria by providing specific examples from your professional experience. In particular, we want to understand your role in the work that you describe.

If potential applicants seek clarification around any aspect of the job roles we advertise we are happy to answer any queries. If you have a query you can contact our Business Operations Lead by telephoning 028 90323454 or emailing EmmaIrwin@relateni.org, inserting the job title in the subject line.

To apply for the role of Senior Fundraising Officer with Relate NI, please download and complete the application form and Equal Opportunities Monitoring Form from our website. Please complete both of these, taking time to ensure that you are demonstrating, from your experience, how you meet the person specification criteria. Please return your completed forms using one of the options below, ensuring that they arrive with Relate NI by the recruitment closing date of 23.59pm, 30th June 2022.

Email – EmmaIrwin@relateni.org

Post – Emma Irwin, Business Operations Lead, Relate NI, 3 Glengall Street, Belfast, BT12 5AB. Please mark your envelop 'Private & Confidential', and please place your Equal Opportunities Monitoring Form in a separate, sealed envelope.

Equal Opportunities

Relate NI is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. If anyone feels they have been unfairly treated as part of a Relate NI recruitment process they should contact the Head of Business Operations to discuss their concerns and we will do what we can to seek resolution.

Safeguarding

As an employer and as a service provider, Relate NI is committed to the protection of children and young people and the safeguarding of adults, and the overarching principles which underpin policy and practice in this areas. Our priority is the provision is safe and ethical services to anyone who requires our services. This also means that we undertake pre-employment checks and any offer of employment will be conditional on the satisfactory completion of those checks and the receipt of satisfactory references from previous employers, one of which must be your most recent employer.