

Role Profile

Role title:	Student Fundraising Assistant
Salary:	£12 per hour + holiday pay
Full/Part Time:	Part-Time
Contract term:	Fixed-Term until 31 st July 2025
Accountable to:	Senior Volunteering and Fundraising Coordinator
Hours:	Up to 15 hours pw
Location:	Usually located at the main Students' Union Building / with an option to work some hours remotely
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK and a current student at UOM, who are graduating no earlier than July 2025
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#).

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

Every year, students raise £130,000+ for local, national, and international causes as part of student society groups and sports clubs. The Student Fundraising Assistant plays an essential role in ensuring that student-group fundraising complies with legal guidelines and that students are supported to be confident and ethical fundraisers.

The role will act as key liaison point between student fundraisers, the Students' Union, and charities. The role sits within the Student Development team but will also work closely with the finance department to support the delivery of student-led fundraisers and processing of funds to donate to charity. The Student Fundraising Assistant will uphold ethical fundraising practice and excellent record-keeping whilst delivering excellent service and support to student fundraisers through providing fundraising guidance, practical resources and financial support. The role may also coordinate regularly with our marketing team to ensure there are opportunities for fundraisers to share their activity and achievements are communicated. This will contribute to the increased recognition and visibility of student fundraising on campus.

This role is student-facing, requiring excellent customer service and communication skills. In addition, the candidate will regularly use of a range of software packages including Microsoft Word, Excel, and Outlook. The ideal candidate would be confident in creating and maintaining spreadsheets and interpreting data for relevant reports. They would also be confident in handling numerous email and face-to-face enquiries and must be able to balance priorities and take an organised approach to ensuring tasks are completed across the working week.

Throughout the year there will also be opportunities to support at events such as Student Volunteering Week, Awards nights and Charity Challenge fairs. The role encompasses the SU's values as it will play a key role in providing a great service experience to student fundraisers whilst giving you the opportunity to see the positive impact students have on the wider community. There will also be opportunities for your own improvement and progression in the role through relevant training as well as general learning and development provided by the Union.

Key Result Areas

Responsible for	Contributor to
<p>Ensuring student groups are following ethical fundraising guidelines and best practice through tracking student fundraising.</p> <p>The Student Fundraising Assistant will be responsible for creating and maintaining fundraising records via excel. This will not only ensure student fundraising activity is recorded accurately for compliance reasons but will also track our progress towards meeting annual fundraising targets of 130,000+.</p>	<p>Reporting and evaluation of student fundraising activity against team objectives through highlighting key data and trends from across our records.</p>
<p>Acting as the primary contact for student group fundraising. Student group fundraisers predominantly contact our team through a shared inbox, this role is responsible for responding to these queries as well as proactively reaching out to groups doing fundraising. In their communications, the Student Fundraising Assistant will be expected to provide ethical fundraising guidance and ensure resources like charity buckets are booked in.</p>	<p>Maintaining a shared inbox for the department to improve reply timelines to help more students and staff.</p>
<p>Ensuring weekly cash counting procedures are carried out, funds are correctly stored and logged, and that donations are processed in a timely manner.</p>	<p>Ensuring other staff are aware of relevant fundraising processes and guidelines e.g. activities reception staff who help maintain charity bucket records or student groups team who flag relevant student fundraising activity to us.</p>
<p>Sharing relevant information about student fundraising activity happening on campus with student content creators in the marketing team so everyone understands strategy and what's happening when.</p>	<p>Contributing to goals of visible and impactful fundraising through communicating relevant engagement opportunities to student fundraising groups or supporting initiatives like Movember.</p>

Organisational Stewardship & Leadership Responsibilities

- You'll assist in key Students' Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You'll perform duties in line with the Union policy & procedure framework.
- To contribute to maintaining communal areas and team stores

Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
Education				
We accept candidates from any educational background.				
Current UOM Student with Right to Work <i>Must be graduating July 2025 or later</i>				
Skills				
Administration – capable of managing administrative tasks to a high standard, attention to detail in maintaining financial records via Excel.	X			
Customer Service – provides a high standard of customer service, creating a welcoming space for all, continually seeks ways to improve services.	x			
Process management - confident in communicating with student fundraisers and clear understanding of the importance of maintaining robust financial procedures.		x		
Mentorship - great at supporting others, clear understanding of when and where to signpost others, seeks ways to elevate student voices, encourage others to develop skills and try out new ideas.		x		
Problem solving – great at thinking outside the box, good understanding of when to work independently and when to seek further support.		x		

Personal Attributes				
Awareness of charity sector e.g. through experience as a volunteer or fundraiser, awareness of the barriers facing student fundraising.				X
Conscientious – awareness of safeguarding procedures and GDPR, good at flagging potential risks and upholding best practice.				X
Independent – organised, great at taking initiative, trying new ideas and managing own workload		X		
Values & Behaviours				
Align with the SU's values and behaviours both personally and professionally				X
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work	X			
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve				X
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions		X		

Our Recruitment Process

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

Top Tip: our roles can be quite competitive, so we recommend applying as soon as possible as we often close applications early!

If you'd like further information or support regarding our recruitment process, we recommend that you read our full recruitment guide for applicants [here](#).