

Fundraising, Events and Communications Officer

upReach is seeking to hire a Fundraising, Events and Communications Officer. This is an exciting opportunity to gain a wide range of experience and skills through working across fundraising, events, marketing and external affairs.

upReach is an award-winning social mobility charity supporting less-advantaged undergraduates to secure top jobs. We deliver a comprehensive programme of professional development, through partnerships with top employers and universities. This year, we are continuing our growth to support 2,700 students, with a team of 60+ employees. upReach works to address the progression gap, supporting students from lower socioeconomic backgrounds to secure graduate jobs after university, aiming to reach its vision of a society in which everyone has the opportunity to reach their full career potential, regardless of social background.

In October 2019, upReach won the Charity of the Year Award (income < £1m) in the prestigious Charity Times Awards, and in May 2020, upReach was announced as the winner of the "Embracing Digital" Charity Governance Award.

Key Information

Role:	Fundraising, Events and Communications Officer
Location:	London (The successful candidate should expect to spend 3-5 days per week office based, with the remaining time working remotely).
Hours:	40 hours per week, 9am - 6pm
Start date:	ASAP
Duration:	Contract running to the 27th May 2022, with the potential of extension
Reporting to:	Senior Fundraising & Events Officer, and Senior Brand, Marketing & Communications Officer
Salary:	£22,568 per annum
Application deadline:	9am on Monday 15th November 2021. We will assess applications on an ongoing basis and we may appoint before the deadline.

About the Role

The Fundraising, Events and Communications Officer will work on a range of activities in the Fundraising and External Affairs team. These will include:

- Providing administrative support in planning and executing in-person and online events, delivering marketing strategies, and sending external communications.
- Drafting and sending communications as part of delivering marketing plans for Aspire and the Student Social Mobility Awards, including emails, newsletters, social media posts and graphics (using Canva).
- Supporting the planning and delivery of Aspire Webinars, including emailing invitations and reminders to registered students, logging attendee numbers, and researching collaborators to speak at webinars.
- Reviewing and updating existing resources for Aspire and the Student Social Mobility Awards, such as the Aspire teacher toolkit.
- Supporting with video editing, including videos received from volunteers for the Aspire Career Video Library, and recordings of Aspire webinars from Zoom.
- Coordinating the mailing of Aspire resources to schools.
- As required, supporting with drafting or editing of press releases and newsletters.
- Supporting the delivery of three large, high-profile events for upReach supporters, including the Student Social Mobility Awards. This will include sending event invitations, recording responses and managing the guestlist.
- Completing practical and physical tasks as required for events or communications, such as printing name badges, coordinating relevant items to be couriered to event venues, or posting paper letters.
- Providing specific administrative support to the Fundraising & External Affairs Manager, the Senior Fundraising & Events Officer, and the Senior Brand, Marketing & Communications Officer as required.

About upReach

Do you think that your socio-economic background should determine your career prospects? upReach's vision is of a society in which everybody has an equal opportunity to realise their full career potential. We help young people from less-advantaged backgrounds achieve their career potential by providing an intensive programme of support that addresses socio-economic barriers to graduate employment.

Our work is important because right now a student from a disadvantaged background who gains a first class degree from a top university is less likely to secure an elite job than a more privileged student with a 2.2.

We are an award-winning charity employer working to address this issue in partnership with employers and universities. Building on the success of the past five years, upReach's current partners include Allen & Overy, Bank of America, the Civil Service Fast Stream,

Deloitte, McKinsey and Slaughter and May. We also partner with universities including Exeter, King's College London, Liverpool, Warwick and Manchester.

This academic year we will support over 2500 undergraduates (we call them upReach Associates) through our unique programme of application support, soft skills workshops, video forums (small group, online seminar-style sessions), mentoring and professional experience.

To find out more about upReach and how we support our students, visit our [website](#) and read our [Annual Report](#).

Person Specification

This position would be suited to individuals who are committed to upReach's mission. We are looking for someone who is passionate about social mobility and believes that background should not be a barrier to graduate employment.

Candidates who are available immediately are of particular interest.

Essential Skills/Experience:

1. Strong organisational skills with a keen eye for detail and the ability to manage a varied workload.
2. Self-motivation and an ability to work in a small team as well as independently.
3. Excellent communication skills and strong written English.
4. Ability to engage and communicate confidently with external service providers via phone, email, and in person.
5. An eye for design and ability to create content (any experience using Canva would be particularly relevant)
6. At least a Grade 'B' in Maths and English GCSE (if you have extenuating circumstances, let us know)*
7. An interest in social mobility and upReach's mission

* The nature of the role requires a high standard of Maths and English, and the ability to quickly review a large amount of information and identify and communicate key themes clearly. Applicants may demonstrate this through the academic qualifications shown above and/or other relevant experience. As our beneficiaries are all undergraduates, a good understanding of the university experience is essential, although it is not necessary that this was acquired through personally gaining a degree.

Desirable Skills/Experience:

1. Experience of event management or planning, with the ability to accurately track and regularly update large databases of information
2. Experience working in different mediums to creating engaging content
3. Experience of working within a charity
4. Knowledge and/or experience of any types of fundraising, marketing or PR
5. Experience using Google Suite, Zoom, social media platforms, mail merges and/or excel

Values & Competencies

upReach upholds the following values:

- Perseverance
- Integrity
- Advocacy
- Aspiration
- Proactivity

We are looking for candidates to display the following competencies during the application stages:

- Problem solving and decision making
- Planning and organising
- Collaboration
- Passion and motivation
- Communication skills

Application Process

To apply for this role, please send an email addressed to Sam Gill to HumanResources@upReach.org.uk with the following:

- Subject line: Fundraising, Events and Communications Officer
- Details of your availability to start the position
- CV and a covering letter (in PDF format).

The deadline is **9am on Monday 15th November**. In your covering letter, please address how you meet the points within the person specification, explain your motivation for applying to this role, and why you are interested in working at upReach.

Interviews will be held on an ongoing basis. Early applications are encouraged as we will hold interviews and will look to make the appointment as soon as possible and potentially before the closing date.

If you have any questions about the role or application process, please reach out to Sam Gill at HumanResources@upReach.org.uk.



Please Note: upReach has a responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that, **at the time of starting their employment, successful candidates have permission to work in the UK.**

If you have a right to work in the UK, **you will be required to bring proof of this to your online interview** (by providing your original passport or other right to work documents). If your permission to work in the UK relies on a job offer, please bring written details including evidence of any existing visas or work permits. A photocopy/ scan will be requested of your right to work document(s) and stored securely. If you are unsuccessful at interview the copy will be destroyed. Unfortunately, upReach is unable to financially sponsor Visas or work permits.

Equal Opportunities

upReach is an equal opportunities employer and does not discriminate in employment matters on the basis of race, religion, gender identity, sexual orientation, age, disability, social background or any other protected class. We support workplace diversity and believe it creates dynamic and effective organisations. We are working hard to increase diversity in our team and would particularly welcome applications from BAME candidates.

We are committed to making our roles and culture inclusive. We can make reasonable adjustments throughout the application process and on the job. If you have particular needs or requirements, please get in touch via the email address provided.

