



## Community & Events Fundraising Assistant NI – Five Months Fixed Term

### About the Team and the Role

The Mencap Fundraising Team have an exciting opportunity for a dynamic, motivated and passionate fundraiser, dedicated to supporting our Community and Events teams with raising as much income as possible to support people with a learning disability to succeed in the things that matter to them.

The Fundraising Assistant will work closely with the Fundraising Managers to assist with various fundraising campaigns, events and activities.

Responsibilities include providing support for stewardship, conducting research and administrative tasks, managing the teams' inboxes and assisting with campaign recruitment and delivery.

The role project assists on fundraising events and campaigns, with a particular focus on Northern Ireland activity, including Mencap's flagship Race Day 2026 event.

The core responsibilities of the role are to assist on delivering the community fundraising strategy, with a focus on NI activity.

Within this role, you will support the Fundraising Managers by engaging with existing and new supporters including individuals, groups, associations and local corporates whilst monitoring the current portfolio of Mencap's events.

## What you will bring to the role (Essentials and Desirable)

- The ability to work with a small and hands on team, delivering in a fast-paced environment with changing priorities (E)
- Be self-motivated and an independent worker when necessary (E)
- Have great time management skills and be a supportive team member (E)
- Be IT literate in the use of emails, word processing, spreadsheets, PowerPoint, and databases (E)
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity (E)
- A full UK driving licence and access to a vehicle, to support travel across Northern Ireland including rural locations. (E)
- Excellent written and verbal communication skills, with the ability to convey complex information in a simple and compelling fashion (D)
- Critical thinker and initiative to suggest ideas for improvement, plus sharing and receiving feedback in a constructive manner (D)
- Positive networker who can work collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues (D)
- Experience of working in Community and Events fundraising professionally or voluntarily before (D)
- A passion for fundraising and raising as much as possible for people with a learning disability (D)

**Please note:** This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.

## Key Responsibilities

- Support the Fundraising Managers on the delivery of special events where needed.
- Work closely with and support the Fundraising Managers on fundraising campaigns.
- Playing a key role in the Fundraising Team to meet performance goals in NI, specifically in regards to income, budget, management and processing targets.
- Stock management for Community and Events Fundraising activity. Work closely with the team in Peterborough for materials to be fulfilled.
- Tailored stewardship support via the phone and emails for the Fundraising team.
- Monitoring the team inboxes.
- Maintaining correct information and updating communication on our database.
- Admin and research support for the Fundraising teams.
- Research into sponsorship opportunities and local event expansion across NI.
- Support the recruitment for events and community fundraising activity.
- Support the delivery of events and community fundraising activity.
- Support DYOT (do your own thing) events with the Fundraising Managers.
- Research support to build a robust pipeline for restricted community grants.



We are **passionate**  
about making the  
world a better place



We are **positive**  
in our work and  
with each other



We are **brave**  
we challenge and  
try new things



We are **kind**  
to everyone



We are **inclusive**  
of everyone

**Please note:** This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



**“This isn’t just a job - it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”**

## **Mencap and our Commitment to Safeguarding**

*Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.*

*Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.*



We are **passionate** about making the world a better place



We are **positive** in our work and with each other



We are **brave** we challenge and try new things



We are **kind** to everyone



We are **inclusive** of everyone