

# Student Fundraising Executive Job Pack

**Thank you for your interest in joining the team.**

This pack will give you a sense of what it is like to work in our student fundraising team and the kind of candidate we are looking for.

If you are seeking a role that is rewarding, and where every day is varied and interesting – this could be for you.



**Salary:**  
**£27,000 + 6% pension contribution pro-rata**



**Location:**  
**Bristol based or remote with very frequent travel to universities across the UK and Ireland.**



**Contract type:**  
**Full time**

# About our student programme

Our student events are responsible for a significant proportion of our events income, with around 200 students each year taking on a once in a lifetime charity challenge such as climbing Kilimanjaro, trekking to Everest Base Camp or running the Budapest Marathon.

The student events team is sector-leading. Our fundraising in this area is well established and we have been offering challenge events that students can embark on for over 13 years. As a charity, we have been working with universities for almost 35 years, which is an important element of our work due to students being at higher risk for the disease.



The Student Fundraising Executive is an exciting, fast paced role, with lots of variety and opportunities to network with universities, students and societies.

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## How we will support and develop you



Weekly 1-2-1s, monthly in depth catch ups and bi annual appraisals with your line manager are there to support your development in the role



Induction meetings with colleagues from across the organisation to understand what we are doing to defeat meningitis



Regular opportunities to meet with the whole fundraising team for in depth project development and training sessions

# Who are we looking for?

## **You are a people person**

This role is all about connecting with people, building relationships and encouraging them succeed in their fundraising challenge. You will be happy talking to new people every day. You will need to be enthusiastic, outgoing and thrive in motivating people to take action.

## **You are passionate**

You will need to be an advocate for Meningitis Research Foundation's work to defeat meningitis when working in universities and talking to students. It is through the determination of everyone involved with the student events programme that we are able to deliver a number of our goals as a charity.

## **You are a skilled communicator**

We are proud of our quality supporter communications, social media pages and on-campus participant recruitment. Your role will involve talking to a lot of people, motivating them to sign up, answering questions and making phone calls. You will be equally as happy giving a presentation, writing motivating emails, doing lecture shout outs or helping someone create a fundraising plan over zoom.

## **You like to collaborate**

Whilst you will need to use your initiative and work independently with your own university accounts, you are part of a strong team. You should enjoy working with your colleagues to make the most of every opportunity and each other's strengths.

## **You love variety**

Everyday in the student fundraising team is different and you will need to be flexible and adaptable. This isn't a fully desk based job as at different points of the year you will be out on the road working with universities on campus, attending freshers fairs, information meetings and speaking to potential student fundraisers both face to face and on the phone.



## **You want to make a difference**

Every year, there are more than 2.3 million cases of bacterial and viral meningitis around the world. 1 in 10 people who get meningitis will die. Around half of these deaths are in children under 5 years old. Students are the 2<sup>nd</sup> most at risk group. We are determined to defeat meningitis in all that we do. If this excites you, then you could bring a lot to this role.

# Meningitis Research Foundation values

## **We are evidence-led**

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

## **We operate with integrity**

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

## **We pursue our goals with determination**

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world.

## **We are a passionate advocate**

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

## **We collaborate to make progress**

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

## **We act with compassion**

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference. If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF. All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy.

# About Meningitis Research Foundation

Meningitis Research Foundation is a leading UK and international charity working to defeat meningitis wherever it exists.

Founded by individuals whose lives were profoundly affected by meningitis, we are dedicated to enabling positive change by uniting people, funding research, and sharing knowledge to save lives.

Meningitis strikes quickly and can affect anyone of any age. We provide direct support to people and families affected by meningitis because no one should have to go through this disease alone.

Since the 2021 launch of the World Health Organisation's first ever global roadmap to defeat meningitis, an ambitious new phase of development is underway for the charity. We believe there has never been a more exciting time to join our team. We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated staff to grow.

## Meningitis signs and symptoms

Know the signs and symptoms and you could save someone's life.



Suspect meningitis? Always trust your instincts and get medical help fast.



## Meningitis and Me - Mike

Mike contracted meningitis and septicaemia and spent 10 weeks in ICU, which resulted in having his four limbs amputated. He is now the UK's tenth person to receive a double hand transplant. Mike is a valued ambassador for MRF and works in partnership with us to tell his story and not only advocate to defeat meningitis around the world but to also inspire hope for those affected.

"I'm just Mike - and that's how I think of myself. It's coming back to that acceptance".

You can watch Mike's story [here](#) as part of MRF's Meningitis and Me series and [here](#) speaking at the World Health Organisation's first high level meeting to defeat meningitis in April 2024.

# Job description – Student Fundraising Executive

## Job purpose and summary

To work as part of our Student Fundraising Team within the Events and Community Fundraising Team in organising, recruiting and resourcing our student overseas treks and other student events.

You will work across the UK and Republic of Ireland to build and maintain relationships with university partners and recruit student fundraisers to take part in international and UK fundraising challenges.

Meningitis Research Foundation is based in Bristol but the role is flexible and is open to anyone wishing to work remotely.

## Reports to

The Senior Fundraising Manager will be responsible for your post and will ensure you have been given appropriate tasks as well as providing support and development to you in your role.

## Key tasks and activities

- Attending meetings and presenting to student groups across the UK and Ireland
- Promoting the Meningitis Research Foundation student programme to universities across the UK and Ireland, developing and building relationships
- Promotion and recruitment of student challenge events both face to face, online and via the telephone
- Provide account management for university partners
- Provide stewardship and support for student challenge participants
- Maintain accurate and up to date CRM records of participant and financial information relating to events
- Produce progress reports
- Identify and implement ways of solving problems and optimising new opportunities
- Provide assistance in the running of other fundraising events and activities
- Create newsletters, supporter communications and social media content.

## General and personal development

- Support all colleagues and communicate your work and needs openly and effectively
- Establish efficient and effective working relationships and communication with internal and external stakeholders
- Take responsibility for own development and training needs, in consultation with line manager
- Keep abreast of the charity's work programmes, and of current developments in the field of meningitis
- Frequent travel to universities in the UK and Ireland with frequent overnight stays during student recruitment season. (Expenses and time off in lieu for approved work away in line with charity guidelines).

## How to apply

If you are interested in applying we please submit your CV and a covering letter detailing how your experience meets the role and person specification. Please send to [hadmin@meningitis.org](mailto:hadmin@meningitis.org).

The deadline for applications is 9am Wednesday 4th March. Interviews will be held on Teams on Wednesday 11 March.

The interview will include a short presentation task, which you will be told about prior to the interview. If you have any questions or would like to discuss the role further please email [katl@meningitis.org](mailto:katl@meningitis.org).

We encourage applications from people who meet most, but not all, of the essential criteria, and from people with protected characteristics under the Equality Act 2010 or who may experience barriers or discrimination.

Meningitis Research Foundation is committed to safeguarding. Any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

# Person specification

<b>Training, Experience and Qualifications</b>	<b>Essential / Desirable</b>
Experience of fundraising events and activities	E
Experience of working with University Rags or societies	D
Experience of working within a non-profit organisation	D
Fundraising/sales and marketing experience	D
Experience of charity challenges and/or marathons	D
<b>Knowledge and Skills</b>	
Working knowledge of social media	E
Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines	E
Excellent oral communication skills, strong networker and a confident, outgoing manner	E
Good written communication skills	E
A relaxed and confident manner both in a one-to-one and group settings	E
IT competent. Particularly word processing, excel, and e-mail	E
Self-motivated and able to work on own initiative	E
Excellent attention to detail	E
Numerate, able to understand and manage financial information	E
Team player with an ability to build effective working relationships	E
<b>General</b>	
Ability to work anti-social hours (evenings and weekends when required) and at a high level of intensity	E

This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

# Terms and Conditions - Essentials

## Location

If contracted as an office based employee your normal place of work will be at Head Office which is currently Room 708, The Programme Building 7th Floor, The Pithay, Bristol, BS1 2NB. If contracted as a home based employee we require regular visits to the Head Office.

During student recruitment season (September – November) there will be frequent travel to Universities across the UK and Ireland including frequent overnight stays and lone working (in line with our lone working policy).

## Salary

- £27,000 - £31,499
- Salary Band 2a
- 2% employee pension contribution
- 6% employer pension contribution
- Paid in arrears on or around 25th of each month.

## Contract Type

- Full time, permanent.

## Hours of Work

- 36.25 hours between 8.00 am to 6.00 pm Monday to Friday (variable during Student Recruitment period)

## Annual Leave

- 25 days + statutory & public holidays. The Charity's holiday year runs from 1st April to 31st March.