



Dear applicant,

RE: Part-Time Community Fundraiser

Closing date: 10am -29th November 2021

Interview date: 1st December

To apply: Send your CV and cover letter to elaine@hummingbirdproject.org.uk

Thanks for downloading our job pack and taking the time to look at this role.

Are you outraged by the way you see refugees treated in the UK? Do you feel moved to do something about it? Are you looking for a team who put their values and beliefs at the centre of all of their work?

If you answered yes to all three, then joining the Hummingbird Refugee Project could be the role for you.

We are a new charity who formally registered in 2017. Before that, we were based in France where we supported refugees in the unofficial refugee camp in Calais known as the 'Jungle'. We were there to do what we could - provide medical assistance, tea kitchens, dedicated safe spaces for young people, and whatever else we could do to help. The 'Jungle' was demolished in 2016 and since then we have been determined to do all we can for young refugees here in the UK. You can read more about that here.

Now based in the heart of Brighton, we deliver award winning services for young refugees. Since we became a UK-based charity, our services have gone from strength to strength and we're excited to be expanding our small skilled team to develop our services further, providing more vital support to young refugees as we move into 2022.

We are proud to have built our services in response to ideas from young people to address their most urgent needs around friendship, education, casework and advocacy. Together, we aim to raise awareness around the rights of young refugees and to promote collective action, which we believe is necessary to end hostile environments and the negative rhetoric that surrounds young refugees.

We are looking for people who will listen to and learn from young people. We are looking for those who believe in change, and are willing to stand up for it. Most of all, we are looking for people who are happy to 'budge up' and offer young people a seat at the table.

If you would like to see our latest annual report you can read this [here](#).

I look forward to reading your application!



Hummingbird Refugee Project

Kindest Regards,

Elaine Ortiz - Founder and Director of the Hummingbird Project



Our Services:

Our Hummingbird Office is based in Brighton, but we are currently running some of our group sessions online.

Global Social Club: Each week, members have fun, celebrate diversity, build friendships and share culture and creativity. It's a safe and supportive environment where, alongside the activities, specialist support and advice is available. We have welcomed over 150 young people since we started and been recognised as the UK's first Youth Club of Sanctuary.

Learning Space: A dedicated space led by qualified teachers. It's a chance for young people to bring their homework and learn in addition to their regular education they receive at school or college. If young people have a specific learning interest they want to take further, our educational team can support them to find ways to do this.

Be Well, Be Heard: A specialist 1:1 support service. We work with young people to offer practical support around issues affecting their wellbeing, connecting them to appropriate mental health services and other specialist services. This service works responsively and holistically to meet the needs of young people. We offer vital support to young people experiencing issues of trauma through 1:1 work, including advocacy around delayed or failed asylum cases. We work in partnership with our community and other professionals with a multi-agency approach.



Hummingbird Refugee Project

Young Women's Group: A safe space for young women to focus and build on your existing skills and knowledge. For Young Women aged 16-25 coming from a refugee background. Sessions currently run online on Thursdays at 6pm.

Young Leaders: This award-winning service incorporates training in human rights, politics, leadership and campaigning skills. Young Leaders have worked together to raise awareness on issues facing other refugees in the UK and Europe and have campaigned to create positive change. In 2019, Young Leaders received the 'Community Campaigners of the Year' award from the UK Parliament, selected by John Bercow (then Speaker of the House) at the Houses of Parliament.

Job Description Community Fundraiser

Hours:	15-22.5 hours per week
Salary:	£26,000 pro rata
Reports to:	Founder - Director

The Hummingbird Project is a youth-centred organisation that aims to provide trauma-informed services and promote youth-led action that is underpinned by our shared belief in human rights.

Our services support young refugees, between the ages of 14 and 25, many of whom arrived in the UK as unaccompanied children. The project is based in Brighton and works with those living in the city and across East and West Sussex.

As well as our direct services for young people, we actively campaign for the rights and protection of young refugees at a local and national level.

Our vision is a community standing together for the rights and protection of young refugees.

Main purpose of the role

We are seeking an experienced Community Fundraiser to successfully develop existing and new relationships to maximise income and support from the local community.

This is a new role for our growing organisation that will work closely with our Founder-Director to raise the profile of the charity as well as develop new income streams.



Hummingbird Refugee Project

Key responsibilities

- To achieve quarterly income and activity targets as agreed with the Founder-Director
- To liaise with local schools, businesses, faith communities, individuals, organisations and community groups to raise fundraising income and promote The Hummingbird Project
- To research, develop and lead on community fundraising campaigns and initiatives
- To attend fundraising events as and when required
- To be responsible for managing the distribution and collection of fundraising materials and other promotional material
- To organise and manage store collections at a variety of spaces across the area.
- To ensure high quality in donor communication; communicating and engaging with challenge and event fundraisers to ensure that they are updated, involved, and supported.
- To build effective relationships with supporters to maximise the income generated
- To maintain a supporter/CRM database that promotes positive engagement and can analyse the effectiveness of campaigns
- To support and develop digital fundraising initiatives

Working externally

- Develop and maintain networks and collaborative working relationships with existing and potential partners.
- Use opportunities that arise for raising awareness of the needs of young refugees.

Self-development

- Uphold Hummingbird's culture of wellbeing and development by attending regular 1:1s.
- Undertake training and self-development to develop skills and understanding of the issues facing young refugees

Other

- Maintain accurate records, contact details and information as required by the organisation.
- Work with, and adhere to, all organisational policies and procedures.



Hummingbird Refugee Project

Person Specification

About you!	Essential/Desirable	Method of assessment
<p>Have a passion for Hummingbird's mission and work.</p> <p>Lived experience is always incredibly valuable.</p>	<p>Essential</p>	<p>Letter/ interview</p>
<p>A minimum of two years' experience as a Community Fundraiser covering events management, engaging with local business, schools, organisations, social media and individual supporters to increase fundraising income</p>	<p>Essential</p>	<p>Letter/ interview</p>
<p>Experience in identifying and developing new community fundraising opportunities.</p>	<p>Essential</p>	<p>Letter/ interview</p>
<p>Ability to build and maintain good working relationships with people</p>	<p>Essential</p>	



Hummingbird Refugee Project

Time management skills: excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.	Essential	
Good team work skills and the ability to be able to work on your own initiative	Desirable	Letter/ interview
Self-starter with enthusiasm and creativity	Desirable	Letter / interview
Knowledge of data management, confidentiality and data protection procedures	Essential	Letter /interview
Awareness of changes and developments in the fundraising environment.	Desirable	Letter/interview

Special Conditions

The post is subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS).

The post requires the ability to travel for meetings with young people and other organisations, particularly in Brighton and Hove with occasional travel across East and West Sussex or more widely in the UK. All travel expenses will be reimbursed.