

Fundraising & Membership Officer

Frequently Asked Questions

Does the successful applicant need to live in the UK?

Yes, the successful applicant needs both to live in the UK and have the right to work in the UK.

How flexible are the hours for this role?

This role is fulltime 35 hours per week. Our core office and working hours are 9am-4:30pm Monday to Friday. We are extremely flexible in our approach, however, there are certain activities that take place during our core hours, such as line management and team meetings, and the successful applicant is likely to need input from other members of the team for fundraising applications and membership coordination. The level of flexibility would be discussed and agreed with line manager upon offer of the post.

Can you please share with me the details of the role?

All the details of the role, together with the person specification and application form, can be found on our web page: <https://potentialplusuk.org/index.php/introducing-potential-plus-uk/vacancies/>

Would part-time work be considered?

The charity is dependent on generating at least 1/3 of its income from fundraising to meet its strategic objectives. It receives no Government funding. Trustees and Senior Leadership see this role as key to supporting the charity's growth and reach over the coming years. To achieve this, it is envisaged that a fulltime role of 35 hours per week is required. It is difficult to envisage that this could be possible with a part-time role.

My recent fundraising experience has been in volunteer roles, am I eligible to apply?

Yes, we would welcome your application.

What is standard annual leave?

Standard annual leave FTE is 33 days (231 hours) including bank holidays.

What is the make-up of the staff team?

We are currently 11 employees, many of whom work part-time. Five of us live close to Milton Keynes, so we balance our work with both office cover and homeworking. Six of us work primarily, but not exclusively, from home. To maintain flexibility, we also have a team of 7 casual workers (zero-hours contracts) working both from the Milton Keynes office and remotely.

Do you provide any employee benefits? Such as, employee assistance programmes?

The flexibility of our working and family-friendly approach are perhaps the greatest benefits we can provide to our team. In addition, every member of the team has access to external supervision. This was originally introduced to support the Advisers on our telephone advice service, who frequently support families with complex needs. Access has recently been extended to the whole team, including the casual workers.

What policies do you have relating to staff, such as sickness, safeguarding, parental leave, carers leave, or grievance?

Most of this falls within our contracts of employment and is in line with statutory requirements. However, we do have a separate Safeguarding policy:

<https://potentialplusuk.org/wp-content/uploads/2023/09/Potential-Plus-UK-Safeguarding-Policy.pdf>