

Send an email including your CV and a short cover letter outlining why you would like to join the team at contact@workrightscentre.org

Job Description

Fundraising & Events Officer

1. Work Rights Centre

Work Rights Centre is a charity dedicated to ending in-work poverty by helping workers exit poorly paid, unprotected, and insecure employment. Our team of volunteers provides free and confidential information in a variety of European languages and can help service users understand their employment status, access their employment rights, and improve their employability.

2. Fundraising

Fundraising is a complex and vital activity in any charity. Some of it involves identifying sources of large grants, understanding their requirements and deadlines, and writing thorough applications. But a lot of it also relies on reaching small and medium donations by organising fundraising events such as art nights, or contacting potential donors directly with suitably tailored messages. This, in turn, entails working closely with the Marketing and Communications officer and finding an effective way of adapting the achievements of the charity for various fundraising platforms such as email requests, one-night events, elevator pitches etc.

3. Your role

Your key responsibilities will be to:

- Help fill out and send large grant applications;
- Assist with the organisation of novel ways of fundraising: galas, races, donation boxes;
- Carry out research for writing funding bids;
- Other activities as agreed by the Director of Fundraising.

4. Line Manager

Eliza Galos, Director of Fundraising.

5. What we are looking for

Key skills:

- educated to a Bachelor's Degree at least (can be in process);
- English language proficiency;
- excellent writing skills;
- excellent communication skills;
- commitment of at least 3 months, for 3 hours a week;
- knowledge/interest in precarious work, or employment rights or employability, particularly in migration and/or exploitation;
- flexibility - working on different tasks in parallel.

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Desirable:

- experience of bid writing and fundraising;
- experience of engaging stakeholders.

6. Why volunteer with us?

- excellent learning for individuals looking to gain experience in fundraising and communications;
- opportunity to gain an entrance into the third sector;
- being a small charity, you will be working closely with all members of the charity, gaining an insight into the daily running of a charity: administration, finance, human resources;
- greater comprehension of the plight of migrant exploitation in London's low skilled industries;
- doing work on a niche issue, lightly present or entirely absent from other UK charities, from research, and from public awareness;
- greater understanding of the complexities of bid writing;
- friendly and inspiring work environment.

7. The team

- **Olivia Vicol** (Chair of Trustees) is a doctoral researcher at Oxford University's Centre on Migration, Policy and Society. Her work highlights the risks faced by Romanian nationals who migrate from rural areas, and whose reliance on personal networks and distrust of state structures make them particularly vulnerable to exploitative work.
- **Eliza Galos** (Director of Fundraising) also does research for the International Organisation for Migration (IOM) in Zurich, Switzerland. She has over four years of work experience in the third sector in the UK. She has also worked for a local authority and the University of Oxford, on migration and employment.
- **Adelina Cega** (Director of Services) supports East Europeans into work, as a project worker for St John of God Hospitaller Services. She is also a Street Prostitution Outreach & Engagement Worker for a charity in North London.
- **Laura Chilintan** (HR Manager) works on project monitoring for Law Centres Network, specifically focusing on a project on EU citizens' access to rights in the UK. She previously worked in the homelessness sector, assisting East Europeans working on the black market.
- **Charles Eddy** (IT Service Manager) has worked in software development for six years specialising in websites particularly in eCommerce applications. With a background originally in the sciences he has also worked for a primary care trust.

8. Job commencement date: as soon as possible.

9. Remuneration

The role is voluntary. It is expected to become paid once funding is secured. Travel expenses for charity-related activities are reimbursed.

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10. How to apply

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