

Fundraising & Membership Officer - Universities Federation for Animal Welfare/Humane Slaughter Association.

Salary: £30,805 to £37,174 (depending on experience and qualifications)

Working Pattern: Full Time (we will consider flexible arrangements for the right candidate).

Location: office-based or hybrid (with travel to meetings at our office in Hertfordshire or to attend events & meetings). Applicants must be legally entitled to live and work in the UK.

Application Deadline: 30 April 2025

Animal welfare charities the Universities Federation for Animal Welfare (UFAW) and the Humane Slaughter Association (HSA) are seeking a dynamic and dedicated Fundraising & Membership Officer to strengthen the Fundraising and Communications team. This pivotal role involves working with the Fundraising Manager to develop and deliver fundraising initiatives, enhance membership engagement and donor relationships to support and expand the impact of our animal welfare initiatives during an exciting period of growth and change for both charities.

The ideal candidate will enjoy working as part of a small multi-disciplinary team but also be confident to take the lead and work unsupervised when necessary.

This is an exciting opportunity for someone who is looking for the next step in their fundraising career.

This position can be office-based, or predominantly home-based. However, the postholder will be expected to attend our offices in Hertfordshire to carry out duties as required, and attend some meetings. The job may also require occasional travel within the UK and possibly overseas for conferences/meetings and other relevant events - some of which may occur at weekends or in the evening. Because we're based in the UK, the appointee will need to be UK-based and legally entitled to work in the UK.

We use anonymous recruitment at the screening stage to ensure an equitable recruitment process.

Universities Federation for Animal Welfare

Registered Charity No 207996 (Registered in England) and Company Limited by Guarantee No 00579991

Humane Slaughter Association

Registered Charity in England No 1159690: Charitable Incorporated Organisation.

The Old School, Brewhouse Hill, Wheathampstead, Herts, AL4 8AN, UK

Application Pack

Welcome from the Chief Executive

Welcome, thank you for your interest in the role of Fundraising and Membership Officer at the Universities Federation for Animal Welfare (UFAW) and the Humane Slaughter Association (HSA). Both charities make a real difference to animal welfare through their evidence-based, scientific approaches to understanding and improving the lives of animals.

The charities are in periods of rapid change and modernisation. We seek to appoint a Fundraising and Membership Officer to bolster our fundraising and communications team which currently comprises the Fundraising Manager, Communications Manager and Communications Officer. The successful candidate will work alongside the Fundraising Manager to develop and deliver fundraising initiatives, take a leading role in engaging with our existing members and helping to shape a new membership offering

There is a lot of work to do, but the charities have the commitment, resources and strategy in place to allow the right person to succeed in this challenging role and to have a lasting impact on both organisations.

I hope you will decide to apply for this exciting role. Please contact careers@ufaw.org.uk if you require any further information or wish to arrange an informal discussion with me.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Huw Golledge' followed by a stylized flourish.

Huw Golledge

Chief Executive Officer and Scientific Director

About the organisations:

Since 1987 Council members and trustees of the Universities Federation for Animal Welfare (UFAW) have also been the trustees of the Humane Slaughter Association (HSA) which is a Charitable Incorporated Organisation. However, the HSA and UFAW are financially independent. Some staff members (including the senior management team) are shared between the two organisations, and the charities also share office space. In total the charities currently employ 16 staff.

The Fundraising and Membership Officer will also divide their time between the two charities.

The Universities Federation for Animal Welfare

Science in the service of animal welfare



Registered Charity No 207996 (Registered in England) and Company Limited by Guarantee No 00579991

The Universities Federation for Animal Welfare (UFAW) is an internationally renowned scientific and educational animal welfare charity based in Hertfordshire, UK.

Our vision is of a world where the welfare of every animal affected by humans is maximised through a scientific understanding of their needs and how to meet them.

We aim to achieve this by discovering what matters to animals, developing scientific solutions to animal-welfare problems and disseminating evidence-based animal welfare information.

We work to develop and promote improvements in the welfare of all animals through scientific and educational activity worldwide, through promoting and supporting developments in the science and technology that underpin advances in animal welfare, promoting education in animal care, providing expert advice to governments and other organisations, and helping to draft and amend laws and guidelines. In promoting a scientific approach to addressing animal welfare concerns, UFAW has played a key role in advancing the subject in theory and in practice. A major part of our effort is capacity-building for animal welfare, including funding for providing opportunities for young animal welfare scientists worldwide.

You can learn more about our work here: www.ufaw.org.uk/our-work/ufaws-work

and our staff here: www.ufaw.org.uk/about-ufaw/our-staff

The Humane Slaughter Association

'Caring Beyond the Farm Gate'



Humane Slaughter Association

Registered Charity No 1159690 (Charitable Incorporated Organization)

The Humane Slaughter Association is a unique charity which promotes the welfare of farmed animals 'Beyond the Farm Gate'; at markets, during transport, at slaughter, and when animals must be killed in emergencies.

Our vision is of a world where all farmed animals are transported and killed humanely and our mission is to research, advance and promote the use of humane methods for the transport and killing of farmed animals.

We do this by offering practical advice, training, and education to all those involved in transport, slaughter, or emergency killing of livestock animals, as well as by funding scientific research to develop more humane approaches. Although we are based in the UK, the charity works worldwide to maximise animal welfare. Learn more about our work here: www.hsa.org.uk/about/about

Our staff: www.hsa.org.uk/about/hsa-staff

Fundraising and Membership Officer – Job Description

Reports to: Fundraising Manager

Role Summary

The Fundraising and Membership Officer is a new role for the Charities. The successful candidate will become a key member of the Fundraising and Communications team. The primary role of the successful candidate will be to assist the Fundraising Manager in developing and delivering innovative new fundraising initiatives, assist in the delivery of membership engagement and the delivery of events.

Key Responsibilities:

- **Fundraising Strategy and Implementation:**
 - Work with the Fundraising Manager to execute comprehensive fundraising plans to meet financial targets.
 - Identify and pursue new funding opportunities, including grants, corporate partnerships, and individual donors.
 - Organise and manage fundraising events and campaigns.
- **Membership Development and Engagement:**
 - Oversee membership programs, aiming to increase recruitment and retention.
 - Enhance member benefits and communications to ensure a high level of engagement and satisfaction.
 - Liaise with Office Manager to manage membership records and analyse data to inform strategies.
 - Help organise member events and conferences.
- **Donor Relations and Stewardship:**
 - Cultivate and maintain relationships with existing and prospective donors.
 - Assist to prepare and deliver compelling communications, including newsletters, reports, and appeals.
 - Ensure timely acknowledgment of donations and provide regular updates on the impact of contributions.
- **Collaboration and Communication:**
 - Work closely with the communications team to align fundraising and membership initiatives with broader organisational goals.
 - Work with the communications team to devise new digital fundraising campaigns
 - Collaborate with program staff to understand funding needs and translate them into fundraising opportunities.
 - Represent UFAW and HSA at events, conferences, and meetings to promote our mission and programs.

Qualifications and Experience:

Essential

- Proven experience in fundraising, membership development, or a related field, preferably within the non-profit or animal welfare sectors.
- Demonstrated success in achieving fundraising targets and growing membership bases.
- Excellent & demonstrable written and verbal communication skills, with the ability to craft persuasive messages.

- Strong interpersonal skills, capable of building and maintaining relationships with diverse stakeholders.
- Proficiency in using fundraising and CRM software (we use Beacon CRM).
- Ability to manage multiple projects simultaneously and work effectively under pressure.
- A genuine passion for animal welfare and alignment with the missions of UFAW and HSA.

Desirable

- Experience in digital fundraising, including creating video content for social media

Personal Qualities

The candidate must be comfortable with the charities' approach to animal welfare which includes co-operation with the livestock and slaughter industry, as well as laboratory animal researchers. Whilst both charities promote the highest standards of animal welfare, they do not oppose the use of animals by humans for research or food.

The ideal candidate will enjoy working as part of a small team, but also be confident to take the lead and work unsupervised when necessary. Since many people in the organisation work remotely, they should be comfortable communicating with colleagues using online tools.

Eligibility

Because the charities are based in the UK you must be legally entitled to work and reside in the UK. The successful candidate will be expected to reside in the UK whilst employed by the charities.

We envisage this role as a full-time one but are willing to consider other working patterns for the right candidate.

Please note, that if you wish to work from home, we require a reliable internet connection with a minimum 10Mb/s broadband.

Job Benefits

Salary: **£30,805 to £37,174** (Full Time, we will consider 4 days a week or flexible arrangements for the right candidate.), depending on experience and qualifications.

- Contributory pension scheme (inc. Employer's pension contribution of 8% of gross salary).
- 25 days paid holiday per year, plus statutory holidays.
- Excellent training opportunities.
- We operate a dog-friendly office.

To Apply

Please apply via the Charity Job website where you can submit an anonymised application.

Please submit a letter (maximum 2 sides of A4) describing how you meet the person specification and explaining your motivation for wanting to work with us alongside your CV. Please include the names of two referees who we may contact if you are shortlisted and specify your current remuneration details and notice period.

Anonymous application allows us to screen applications based solely on the candidates' suitability for the job.

Closing Date for applications: 30 April 2025

Selection Process

Shortlisted candidates will be invited to an initial online screening interview, unsuccessful candidates will be notified as soon as possible that they have not been shortlisted.

Following the first interview a final shortlist will be invited to in-person interview in London.

Please let us know if you require any special arrangements should you be invited to interview.

We anticipate that online first interviews will take place in the week of 1st May 2025 and in-person interviews on the afternoon of 14th of May 2025.

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of Residency, two references satisfactory to the Charities.

For any further information or to arrange an informal discussion about the role please contact careers@ufaw.org.uk, or call 01582 831 818

UFAW requests no contact from agencies or media sales.