

Post of CIS FUNDRAISER

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| Salary: | £12,768 for 14 hours work a week (pro rata of £31,920) |
| Hours of work: | 14 hours a week |
| Place of work: Hybrid: | CIS office, currently The Albany Centre, 44 Ashley Street, G3 6DS and at home by arrangement with CIS Board |
| Responsible to: | CIS Chief Executive Officer |
| Length of post: | 1 year, then subject to further funding |
| Pension Contribution: | 5% from employer |

CIS seeks an experienced Fundraiser to provide support for our organisation's sustainability.

The person needs to be organised, able to work well with others in a small team, and committed to a human rights ethos and CIS's values.

We will guarantee an interview to anyone with lived experience of the UK asylum system who fulfils the essential criteria of the person specification.

The Fundraiser will have previous experience of successful fundraising for a charity, including grants from statutory and charitable sources, multi-year project funding and core funding, and of relating to funders. You will have experience of working with an active board of trustees and will also have a good knowledge of the asylum and refugee system in the UK.

Community InfoSource has funding for this post for 1 year and will then be subject to further funding being available. The post is part-time at 14 hours a week.

Phone: 07306 356 840 if you require any more information about the post

Closing date for applications: **Monday 26th February 2024 by 12 NOON**

Interviews will be held on **Tues 12th March 2024**

Please send completed applications to: **info@infosource.org.uk** with "Confidential - CIS Fundraiser application" in the heading. Please do not send as a PDF document.

Completed application forms are required (CVs will not be accepted).