



COMMUNITY AND EVENTS FUNDRAISING OFFICER

Job Information Pack - October 2026



AWARE
1996 - 2026

OVERCOMING DEPRESSION.
CHANGING LIVES.

AWARE is the depression charity for Northern Ireland

T: 02890 357 820 (BELFAST) / 02871 260 602 (DERRY/LONDONDERRY)

Registered with the Charity Commission for Northern Ireland with NIC100561 Company No. N.I. 30447

AWARE-NI.ORG



CONTENTS

WELCOME	3
OUR STORY	4
OUR SERVICES	5
OUR VISION, MISSION AND VALUES	6
OUR STRATEGY	7
FINANCES	8
HOW WE'RE ORGANISED	9
JOB DESCRIPTION	10
PERSON SPECIFICATION	12
WHAT WE OFFER YOU	13
HOW TO APPLY	14

WELCOME

Dear Candidate

Thank you for your interest in the post of Community and Events Fundraising Officer at AWARE NI. As the leading charity in Northern Ireland working specifically to support those affected by depression, anxiety and bipolar, this is a great opportunity to have an impact on expanding service provision by resourcing our work. The role of the Corporate Fundraising Lead is integral to the organisation and plays a key role in setting the income generation strategy for the organisation.

The focus of AWARE NI's fundraising is largely unrestricted, giving principally from corporate interests and community parties/individuals, but also includes opportunities for securing income from Trusts and Foundations. This includes corporate partnerships, charity of the year, community events, and donations from individuals. Going forward, we want to develop our strategies on legacy giving/in memory giving. A small aspect of our income generation comes through trusts, foundations and government contracts.

We are keen to recruit and develop people who are passionate, positive and enthusiastic about their role within the organisation and about supporting people affected by depression, anxiety and bipolar. In this application pack, you can find out more about becoming part of team AWARE NI.

We are a user-led organisation which prizes our volunteers and partners and seeks to work to the highest standards. We believe AWARE NI is a great place to work.



OUR STORY

AWARE NI is the depression charity for Northern Ireland.

AWARE NI was established in Derry/Londonderry in 1996. We are the only charity in Northern Ireland dedicated exclusively to raising awareness of depression as a serious mental health illness and enabling people with depression or bipolar to access support to help them with their condition.

We now have two offices; one in Derry/Londonderry and a second in Belfast.

AWARE NI was founded by people with personal experience of bipolar and depression, of the negative impact this has on people's lives, and of the lack of understanding and support available in the community at that time.

They were driven by a passion to ensure that others did not suffer as they did. This user-led ethos remains a key driver of AWARE NI's work, and the majority of our volunteers and staff bring to the organisation the unique insight of personal experience.

At AWARE NI, we believe that the people who use our services should have a say in how they are developed and delivered, so we employ people with experience of depression at every level in the organisation, including the Board of Trustees.





OUR SERVICES



AWARE NI offers a broad range of interventions for both individuals and groups. Below, we've highlighted some of the key programmes, but you can explore the full range of support and resources on our website at aware-ni.org.

SUPPORT GROUPS

AWARE NI has an established network of **24 peer support groups** in rural & urban areas across the country, which are run by our trained volunteers. Support groups welcome people with depression, anxiety and bipolar as well as carers for people with the illness. In-person and online options are available.

EDUCATION & TRAINING

AWARE NI delivers mental health & wellbeing educational programmes into communities, schools, colleges, universities and workplaces. These programmes include our suite of **Mood Matters** programmes, **Living Life to the Full**, **Mental Health First Aid**, and **Mindfulness**. We offer a range of resources tailored to the particular mental health challenges faced by children and young people. Some of these involve engaging directly with schools, as well as providing pathways for individuals.

OUTREACH

We attend outreach events and host public talks throughout the year to raise awareness of mental ill-health and promote our services.

INTERACTIVE PHONE, WEBSITE & EMAIL SERVICE

These **telephone & email** services offer support & information related to issues around depression, anxiety, or bipolar, for anyone directly affected, or those that care for them. We listen with care, address concerns, and guide individuals toward the most suitable options - whether within AWARE NI or through external services.

INFORMATION BOOKLETS & FACTSHEETS

Our services are supported by carefully designed guidance delivered in printed booklets, factsheets, and made available online.

These valuable resources are tailored to individual groups, volunteers, carers, and fundraisers including sector-leading **fundraising kits**.

OUR VISION, MISSION AND VALUES



OUR VISION

Our Vision is for a future where everyone can openly discuss their mental health, access services appropriate to their needs, and develop the skills and knowledge to maintain positive mental health.

OUR VALUES

Our Values are that, above all else, we value our service users. We will treat everyone with dignity, respect and compassion. We are transparent in all our work and accountable to our stakeholders.

▪ Dignity, respect and empathy:

We will treat each other and our service users with dignity, respect and empathy.

▪ Integrity, professionalism and transparency:

We are committed to the highest standards of professionalism, honesty & openness in all aspects of our work.

▪ Innovation and excellence:

We are committed to providing high-quality services and to being innovative for the benefit of people using our services.

▪ Equality, diversity and inclusivity:

We are committed to championing equality, diversity and inclusivity in all aspects of our organisation through an intersectional lens.

OUR MISSION

- To promote emotional health and wellbeing.
- To help people build resilience and maintain positive mental health at every stage of their life journey.
- To ensure that individuals living with depression, anxiety, and bipolar are aware of and have access to appropriate support.
- To advocate for policies that facilitate access to appropriate support across Northern Ireland.

HOW DO WE EMBODY OUR VALUES?

- We will respect everyone we come into contact with.
- We will listen non-judgmentally.
- We will be positive, polite and professional in our dealings with people.
- We will do what we say we will do.
- We will foster a culture that is caring and compassionate.
- We will lead by example.



OUR STRATEGY

You can click [here](#) to download a pdf version of our 2024-2029 strategy, but we've included our key aims from it on this page.

Strategic Aim 1

CONNECTION

Enhance peer support, innovate services, and advocate for mental health in schools and workplaces.

OBJECTIVES

1. Maintain and expand community-based peer support services and groups to facilitate social connections and provide peer support opportunities for individuals living with low mood, depression, anxiety, and bipolar.
2. Innovate service delivery methods to better serve diverse populations through both in-person and online platforms.
3. Improve the organisation's online offerings to provide accessible and user-friendly resources and support for individuals seeking help and support assistance.
4. Enhance education and training programmes by integrating personal experiences and evidence-based research to design more engaging, effective, and equitable programmes.
5. Advocate for inclusion of mental health education in school curriculum to promote awareness and understanding from a young age.
6. Collaborate with employers to create supportive environments conducive to mental well-being, particularly for individuals experiencing low mood, depression, anxiety, & bipolar.

Strategic Aim 2

CHANGE

Foster knowledge partnerships, advocate tailored mental health policy, reduce stigma, and initiate impactful research for societal change.

OBJECTIVES

1. Engage partners to facilitate knowledge sharing, generate innovative ideas, and collectively address emerging mental health issues and needs.
2. Identify and execute campaigning and policy activities tailored to address the specific needs of local communities across Northern Ireland, ensuring that the challenges faced by individuals with depression, anxiety, and bipolar remain prominent on the public and political agenda.
3. Commitment to address stigma and improve societal understanding of anxiety, depression and bipolar by realistic and destigmatising portrayals of these issues.
4. Design research initiatives to provide AWARE NI with both a platform and comprehensive data, enabling the organisation to actively influence policy, societal dynamics, and instigate meaningful change.

Strategic Aim 3

COMMUNITY

Engage the public in mental health advocacy, communicate strategically with stakeholders, and promote diversity and wellbeing among staff and volunteers.

OBJECTIVES

1. Empower volunteers and the public to advocate for mental health by adopting tailored communication and interactive platforms to inform, engage and inspire meaningful involvement.
2. Build strong partnerships with professionals in Primary and Secondary Care, statutory services, and across the broader community and voluntary sector with the goal of enhancing support for our service users.
3. Build a diverse workforce and foster an inclusive organisational culture while providing comprehensive well-being support to staff and volunteers.

Strategic Aim 4

FINANCE & FUNDRAISING

Create a robust financial plan, innovate fundraising methods, and boost revenue through diverse events, engagement, and partnerships for lasting stability.

OBJECTIVES

1. Develop a strategic financial stability plan and implement measures to ensure long-term sustainability.
2. Identify and develop new models of income generation to deliver support services, education, and training based on the evolving needs of the target population.
3. Enhance financial performance by broadening the sources of income, thereby increasing overall revenue. This involves exploring and implementing various avenues for generating funds beyond traditional methods.

FINANCES

You can review our Income and Expenditure and Balance Sheet in our latest annual accounts to March 2024 at a glance below, and click on the links at the bottom to access the last three years' annual accounts.

		Unrestricted funds	Endowment funds	Restricted funds	Total	Total
		2024	Designated 2024	2024	2024	2023
	Notes	£	£	£	£	£
Income from:						
Donations and legacies	3	762,124	-	419,292	1,181,416	728,121
Charitable activities	4	130,665	-	480,923	611,588	553,085
Investments	5	2,080	-	-	2,080	254
Total income		894,869	-	900,215	1,795,084	1,281,460
Expenditure on:						
Raising funds	6	354,399	-	-	354,399	370,290
Charitable activities	7	221,814	212,098	921,115	1,355,027	1,322,814
Total expenditure		576,213	212,098	921,115	1,709,426	1,693,104
Net income/(expenditure)		318,656	(212,098)	(20,900)	85,658	(411,644)
Transfers between funds		(544,008)	544,008	-	-	-
Net movement in funds		(225,352)	331,910	(20,900)	85,658	(411,644)
Reconciliation of funds:						
Fund balances at 1 April 2023		732,512	102,271	20,900	855,683	1,267,327
Fund balances at 31 March 2024		507,160	434,181	-	941,341	855,683

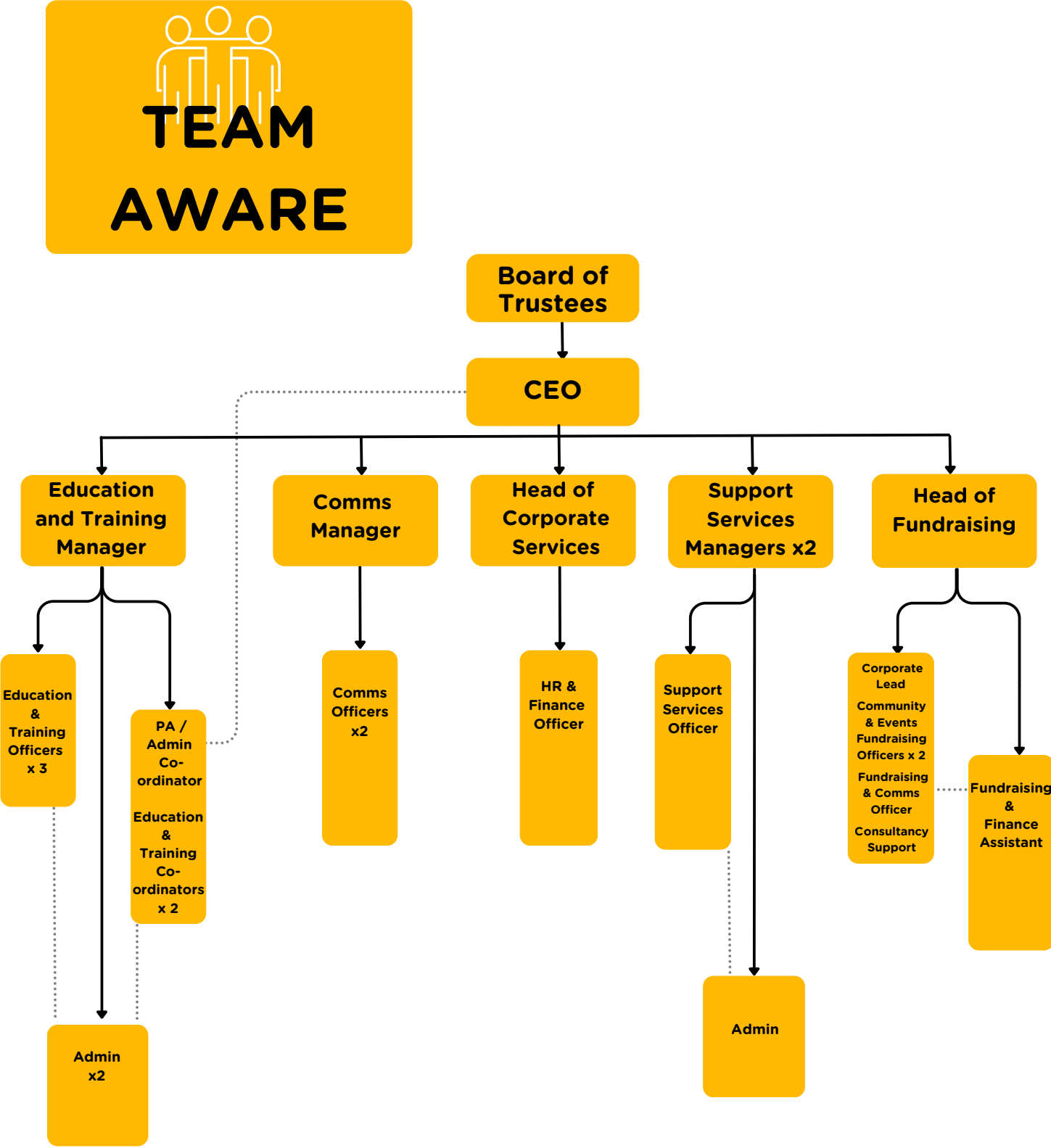
		2024	2023
	Notes	£	£
Fixed assets			
Tangible assets	12	26,637	33,326
Current assets			
Debtors	13	113,530	93,442
Cash at bank and in hand		927,603	786,019
		1,041,133	879,461
Creditors: amounts falling due within one year	14	(126,429)	(57,104)
Net current assets		914,704	822,357
Total assets less current liabilities		941,341	855,683
Net assets excluding pension liability		941,341	855,683
The funds of the Charity			
Designated funds		434,181	102,271
Restricted income funds	15	-	20,900
Unrestricted funds		507,160	732,512
		941,341	855,683

[2021/22 Accounts](#)

[2022/23 Accounts](#)

[2023/24 Accounts](#)

HOW WE'RE ORGANISED



JOB DESCRIPTION

Community and Events Fundraising Officer

Location: Belfast or Derry Office (hybrid working 60/40 split after induction available)

Reports to: Head of Fundraising

Duration of Contract: Full-time Permanent

Hours: 35 hours per week

Salary: £26,500 plus 3% employer pension contribution

Closing Date: Friday 13 November 2026

Role Description

We are looking for an enthusiastic, organised fundraiser to grow income from our community supporters and events programme. You will inspire people, schools and clubs across Northern Ireland to fundraise for us, and you will co-ordinate our core fundraising events, helping to raise vital funds and to build lasting relationships with supporters and partners.

The successful candidate will work closely with colleagues across the Fundraising team and wider AWARE landscape, including volunteers, to secure and grow community and events income for AWARE NI.

Key priorities in post:

- To co-ordinate AWARE NI's fundraising events and generate unrestricted income from our communities, schools and clubs.
- To organise a calendar of events throughout the year, to include new and existing fundraising initiatives.
- Recruit and manage a network of local Fundraising Volunteer Ambassadors in key geographical areas to represent AWARE at local cheque presentations and community events.

Events Fundraising Responsibilities:

- Plan, budget and deliver a programme of fundraising events, including AWARE NI's flagship events.
- Responsible for event logistics, including location, suppliers, permits, insurances, risk, H&S and event-day co-ordination.
- Responsible for successful recruitment and stewardship of event participants.
- Recruit, brief and co-ordinate volunteers before, during and after event day.
- Recruit individuals and teams for participation in marathons and other challenges.
- Evaluate events, recommend improvements and implement new ideas/plans in association with the wider fundraising team.

Community Fundraising Responsibilities

- Work closely with schools to generate income through creative fundraising activities and promote participation in flagship campaigns.
- Steward and thank communities, schools and clubs fundraising efforts in a timely manner.
- Provide fundraising packs and support to fundraisers to help them achieve personal fundraising targets.
- To co-ordinate fundraising activities such as flag days and street collections.
- Provide timely responses to fundraising enquires.
- Represent AWARE at community events, talks and presentations.

Other Key responsibilities

- Coordinate closely with the Digital Fundraising & Marketing Officer to transition community and schools contacts into automated digital supporter journeys, ensuring local participants are seamlessly onboarded and cross-sold into individual giving channels.
- Collaborate with the Corporate Fundraising Lead to identify and pass on warm leads where local community contacts overlap with corporate opportunities.
- Maintain database discipline by inputting all donor records, volunteer information and communication logs directly into Salesforce CRM.

The above list is not exclusive or exhaustive, and the post holder will be required to undertake extra duties as may reasonably be expected within the scope and grading of the post.

All staff are required to be professional, cooperative and flexible in line with the needs of the post and the organisation.

This is a regional post which requires travel throughout N.I. Occasional evening and weekend work, including staying away from home, may also be a feature.

THE CANDIDATE

- Our ideal candidate for this post will be:
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- Creative and self-motivated with a strong ability to plan your work
- Capable of initiating and developing relationships with communities, schools, clubs and volunteers.
- A team player who is happy to contribute to the success of the wider department
- A flexible, inspiring and supportive colleague
- Able to display empathy and sensitivity in communications with staff, volunteers, service users and the general public.

PERSON SPECIFICATION

1. Experience

- Essential**
- A minimum of 2-3 years' experience in a similar role.
 - Experience of community fundraising and/or event co-ordination.
 - Proven ability to organise, plan and deliver events on time and on budget.
 - Excellent communication and relationship building skills.
 - Self-motivated with a strong ability to plan your work.

Experience in the charity sector is not essential. We are particularly interested in transferable skills, along with a willingness to learn about AWARE NI's services.

Desirable

- Experience of working within the charity sector.
- Experience of recruiting and training volunteers.
- Experience of developing relationships with local schools, clubs and communities.
- Experience of using a fundraising CRM.

2. Personal Style and Behaviour

- Essential**
- A team player who is flexible, supportive and happy to contribute as is needed.
 - Willingness to work evenings and weekends and to travel across Northern Ireland when needed.
 - A full driving licence and access to a vehicle
 - A flexible, inspiring and supportive colleague
 - Self-motivated with a strong ability to plan your own work
 - Commitment to the values of the organisation, policies and procedures, standards of conduct
 - Willing to undertake relevant on-the-job and external training as required.
 - Commitment to the work of the organisation
 - Be open-minded, non-judgmental and have a willingness to question your own attitudes
 - Ability to empathise with service users regardless of race, gender, age, religion, nationality, marital status, sexual orientation or disability
 - High level of drive and personal motivation to achieve results
 - Enthusiasm and flexibility to adapt to changing circumstances and capitalise on new opportunities

WHAT WE OFFER YOU



We want to take care of our staff and value their contribution.

As a community-based charity AWARE NI can offer employees:

- A competitive salary
- 25 holiday days (increasing to 28 days with service) + 11 statutory days
- Travel mileage
- Pension contribution
- Laptop provision
- Support and supervision to excel in your role
- Staff team building away days
- A comprehensive induction programme
- Access to the Employee Assistance Programme
- Reasonable paid time off to attend appointments

We seek to be a family friendly employer. We recognise the challenges of balancing your work and personal life and this can be a particular challenge if you have a young family or caring responsibilities. Our policies have been agreed to seek to give flexibility where possible and to offer compassion and sensitivity.

Key to this we would highlight that in the case of an advertised full-time post we will be happy to consider requests for job shares. In some cases compressed hours or reduced hours contracts may be considered after the probation period. For part-time roles there may be an opportunity for some flexibility on the hours/days of work. All requests seek to balance the needs of the organisation and of individual staff.

We offer access to BHSF RISE, which includes a comprehensive Employee Assistance Programme (EAP). This service provides confidential support, guidance, and resources to employees on a wide range of personal and work-related matters, including wellbeing, mental health, financial advice, and counselling.

In addition, we make contributions to Benenden Healthcare for all staff members. This provides further support with health and wellbeing, including access to medical advice, services, and additional healthcare benefits.



HOW TO APPLY

Complete the online application form by **Friday 13th November 2026** describing how you meet the criteria listed below. We will use this to shortlist interview candidates. We reserve the right to interview only those candidates who best demonstrate how they meet the criteria.

Shortlisting Criteria

To apply for this role, you **MUST** have:

Experience

- A minimum of 2-3 years' experience in a similar role.
- Experience of community fundraising and/or event co-ordination.
- Proven ability to organise, plan and deliver events on time and on budget.
- Excellent communication and relationship building skills.
- Self-motivated with a strong ability to plan your work.
- Willingness to work evenings and weekends and to travel across Northern Ireland when needed.
- A full driving licence and access to a vehicle
- Commitment to the work of the organisation
- Commitment to the values of the organisation, policies and procedures, standards of conduct
- Ability to empathise with service users regardless of race, gender, age, religion, nationality, marital status, sexual orientation or disability
- High level of drive and personal motivation to achieve results
- Enthusiasm and flexibility to adapt to changing circumstances and capitalise on new opportunities

Experience in the charity sector is not essential. We are particularly interested in transferable skills, along with a willingness to learn about AWARE NI's services.

If invited to interview, you will need to:

Demonstrate, using relevant examples, how you meet the essential shortlisting criteria and the wider essential criteria outlined in the person specification, including but not limited to:

- Experience of community fundraising and/or event co-ordination.
- Proven ability to organise, plan and deliver events on time and on budget.
- Excellent communication and relationship building skills.
- Self-motivated with a strong ability to plan your work.

Please Note:

- Interviews are anticipated to take place during the week commencing **23 November 2026**
- Interviews will be held in person.
- The successful candidate will ideally be in place by **December 2026**
- Any offer of employment will be subject to receipt of two satisfactory references.
- Applicants must have the right to work in the UK.

Thank you for your interest in this role.

Equality Monitoring and Criminal Convictions Disclosure

Along with the application form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

AWARE NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Please address any enquiries relating to the advertised position and your submission to:

**Linda Wade
HR & Finance Officer
AWARE NI
Email: linda@aware-ni.org**

www.aware-ni.org



BELFAST OFFICE : 40-44 Duncairn Gardens, Belfast, BT15 2GG

DERRY/LONDONDERRY OFFICE : 2 Crawford Square, Londonderry/Derry, BT48 7HR

AWARE Defeat Depression, known as AWARE. Company No: NI 30447.
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