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Changing the world
with women and girls

Job Description:

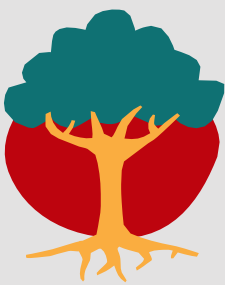
Public Fundraising Projects Officer



Suya, Eva and Hellen, are members of the Loketa Women's and Girls Centre in the Imvepi refugee settlement, Uganda. The trio work as a voice for women in their community.

Thank you for your interest in learning more about positions at ActionAid UK.

ActionAid UK is an independent charity and member of Action Aid International, a global federation working for a world free from poverty and injustice. ActionAid UK focuses on women and girls because the denial of their rights is a grave injustice and one of the principal underlying causes of poverty worldwide.



Our vision

We believe in the individual and collective power of women and girls to create a just and fair world. A world imagined by social movements, particularly feminist and indigenous movements, centred around the care and wellbeing of people and the planet. A world in which women and girls, in all their diversity, can achieve their goals, fulfil their rights and define their future.

We are looking for employees who share our passion to fight gender inequality and will ensure women, girls and their movements are at the heart of our work. You would be joining at an exciting time as we launch a new 2025-2028 strategy which sets out our vision, mission and approach, implemented through the four strategic goals below.



Equity is central to our mission and values: we recognise and address disparities based on socioeconomic, gender, sex, age, sexual orientation, faith, race, ethnicity and disability. We particularly welcome applications from people of colour, individuals from working class backgrounds, with disabilities, and experience of working with women's rights organisations or movements in Africa, Asia and Latin America, to enrich the diversity.

About ActionAid

ActionAid UK is a member of the ActionAid Federation, a federation of 43 national organisations with a presence in 71 countries worldwide. Globally, we want to see a system that is fair and just for all, that starts from a foundation of human rights, peace and security, balance with the rights of the natural world.

In the UK, our primary role is to raise funds to support the work of Federation members who work with over 3,000 partner organisations including social movements, youth networks and women's rights organisations to tackle inequality and injustice in their communities.

While a lot of ActionAid UK's work is supporting the Federation's humanitarian and development work through raising much needed funding, this isn't the whole story. We also tackle the root causes of global inequality and injustice by influencing UK Government commitments and policies on a range of interlinked issues including climate justice, decent and dignified work, fair public services, peace and security and an end to violence against women and girls. For more information, please find our [latest annual report here](#).



The team behind
ActionAid's Girl-led
Research Project

Operational / External Title: Public Fundraising Projects Officer

Role Title:	Public Funding Projects Officer
Date of JD Review:	March 2026
Department:	Funding
Team:	Public Fundraising
Tenure:	Part time 28hrs & Permanent
Band & Range:	Band B
Location:	London or Chard, Somerset- Hybrid
Reports to:	Deputy Director – Public Fundraising
DBS check required:	No [DBS Roles]
Role requires travel:	No
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Does This role International require Travel:	No
<p>Internal Key Contacts: Data Protection Officer, the 5 Public Fundraising teams which are: Supporter Acquisition, Supporter Retention, Legacies & In Memory Fundraising, Events and Community Fundraising and Child Sponsorship Evolution.</p> <p>UK teams such as Philanthropy & Partnerships, Data & Analysis, Digital, Campaigns, and Supporter Operations as well as the Deputy Director – Public Fundraising (line manager) and Director of Funding.</p> <p>Federation wide colleagues including Fundraisers, Child Sponsorship Managers and Country Directors as part of the CSE initiative.</p> <p>External Key Contacts: External suppliers and partners as well as AAUK supporters as appropriate.</p>	

Purpose Of the Role: This role supports the Deputy Director – Public Fundraising and the wider Public Fundraising team with project management and administrative provision. Including, although not limited to, support with transformational projects, fundraising events, marketing, financial processes, reporting and administration.

An important component in the overall running of the Public Fundraising team this role requires an adaptable and proficient communicator. Organised with a creative approach to delivering effective solutions and adding value to the day-to-day running of the Public Fundraising programme and transformational projects.

Main Accountabilities:

Team Support & Working

- Provide support to the Public Fundraising team where required, including regular updating and reporting of fundraising campaigns and day-to-day operational support where required.
- Act as a first point of contact for agencies and other external contacts/visitors to the office, ensuring they are welcomed.
- Assist staff who are travelling with logistics such as travel quotes and/or bookings, expenses and visa applications where required.
- Ensure team processes are accurately documented, streamlined and delivered appropriately.
- Provide administrative support for the procurement and contracts of third-party suppliers and external personnel.
- Play an active role within the Public Fundraising team. Attend regular team meetings and represent the team working collaboratively in cross-team working groups.
- Provide support cover within the wider team and provide holiday/sick/overflow support across the department.
- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct).
- To undertake any other duties, appropriate to the level in accordance with agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

Project Support

- Assist with fundraising projects as required by within the Public Fundraising Department.
- To support the planning and implementation of events or fundraising campaigns where required, including developing materials, sourcing pricing quotes, ordering merchandise, booking venues, planning logistics and setting up on the day.
- Assist in monitoring and reporting on fundraising campaigns, including tasks such as mystery shopping and call listening to ensure we are not only adhering to sector regulations, but also uphold our high standards of quality and compliance.
- Support teams with story write-ups and transcribing audio files to ensure the quick post-production of content following a content-gathering trip where required.
- Provide logistical and project management support to significant transformational projects owned by the Public Fundraising Team.
- Liaise with the Project Management Team as necessary for consistency of approach and outcomes monitoring.

Other

- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, ensuring alignment with wider team's vision, plans and objectives.
- Effectively represent the team and actively contribute at internal meetings and external events.
- Understand and adhere to AAUK's policies and practice.
- Proactively engage with the performance management system and take responsibility for seeking appropriate development opportunities including attending relevant organisational and external training courses.

Undertake any other work as could be expected of a Public Fundraising Team Projects Officer.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.
- Experience of working in teams and independently
- Good personal, written and numeracy communications skills
- Good organisational and project management skills
- Ability to organise effective schedules, co-ordinating multiple external and internal resources
- Experience of coordinating and liaising across teams, able to build relationships with a variety of people at different levels
- Experience and expertise in using outlook calendar & email and MS packages including Excel & Word
- Ability to use initiative to improve systems and processes and implementing these successfully

Desirable Criteria:

- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working for an INGO
- Supporting, planning and implementing events
- Working with marketing and/or database teams
- Working in marketing or fundraising, ideally for a not-for-profit organisation
- Project management tools and processes
- Working globally across different time zones and languages

[Click here for 'My Feminist Behaviours'](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.

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actionaid.org.uk



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