

Foreword from the CEO



Dear Applicant

Thank you for your interest in the post of Fundraising Manager for TinyLife. It is an exciting time for the Charity as we develop new services and resources which build on our success to date. We are looking for a creative, innovative and energetic person, with a proven track record who will passionately promote our vision and mission.

TinyLife has developed a range of highly professional and unique services which are delivered to parents of premature babies and practitioners in addition to the more specialist individual support. We are ambitious and strive to grow and develop these services further. Critical to the execution of our plan, will be the recruitment of the Fundraising Manager. We plan to build new connections and relationships with key stakeholders to promote the importance of supporting parents while ensuring that at all times the quality of our services are of the highest standard.

The Fundraising Manager will lead the Fundraising Team and Digital Engagement Officer, to raise awareness and support the generation of income to ensure that we are adequately resourced to implement our model of support, capturing information to highlight the impact that we have on babies, parents and the broader community of families we support.

The focus of TinyLife's fundraising is unrestricted giving principally from corporate interests and community parties/ individuals. This in the past has included corporate partnerships, charity of the year, community events, once off donations. Going forward we want to develop our strategies on legacy giving/in memory giving. A percentage of our income generation comes through trusts, foundations and government contracts.

This is an important position within TinyLife as it is central to the strategic development of the organisation and a key role within the Management Structure.

If you share our passion to improve the outcomes for premature babies and young children through supporting their parents across Northern Ireland, we welcome you to apply for this position.

Yours sincerely

Joanne Morgan



This pack for the post of Fundraising Manager, contains information about TinyLife, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.

The pack contains the following documents:

- Application Form and Application Checklist
- Role Profile
- Monitoring Form

Application and Recruitment Timetable and Process

1. Receipt of Applications Closing Date: Tuesday 25th November 12pm
2. Selection Process
 - First Interview Stage: Tuesday 2nd December

1. Receipt of Applications:

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Applicants are required to submit their completed Application Form and Monitoring Form before the stated close date and time, i.e Incomplete, illegible or late applications will NOT be accepted. The responsibility for ensuring this rests with the applicant.

Completed application **MUST BE EMAILED** ciara@tinylife.org.uk on or before the closing date and time. Late submissions will not be accepted.

Email applications must be accompanied by an original signature scanned for the declaration section of the form.

Disability Requirements: Should any candidate require reasonable adjustments, please advise the organisation accordingly to ensure consideration and accommodation where possible.

It is your responsibility to ensure you outline clearly in sufficient detail how and to what extent you fully meet each of the Essential and any Desirable criteria.

Shortlisting will be undertaken against the essential and desirable criteria and will be carried out only on the basis of the information you submit.

Before you start to complete the Application Form, please check that you meet ALL the minimum essential criteria as detailed.



Applications, CVs and attached sheets:

- Applications will only be accepted on proper application forms so that the same type of information is received from all applicants.
- Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.
- You must complete the application form and application checklist fully and accurately.
- If there is insufficient space for your answer, you may continue on a separate sheet where instructed on the Application Form. Please be advised that you can only use continuation sheets when instructed to do so. The use of continuation sheets outside of this will not be accepted.
- Application forms should not be reformatted or amended.

Please note: Under current legislation, it is a criminal offence to employ a person who is not entitled to work in the UK. Therefore, you will be required to present proof of your right to work in the UK. In all cases, only the acceptable original documentation types, as stated by law, may be accepted.

Declarations of Criminal Convictions / Vetting - FOR REGULATED POSTS ONLY

The post you are applying for is regarded as a Regulated Activity Position, as defined by the Safeguarding Vulnerable Groups (NI) Order 2007, including working with Children, and within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979.

For Regulated Activity posts, all applicants **MUST** provide details of **ALL** convictions including **SPENT** convictions which **MUST** be disclosed. This information will be checked and verified. You are advised that **ALL** convictions must be disclosed (spent and unspent) as above. Having a conviction will not necessarily debar you from being considered as due consideration will be given to each individual case in relation to the specific post being applied for.

If your circumstances change since your original disclosure you are required to notify the organisation immediately of any additional or potentially pending convictions not originally disclosed. Failure to do so could result in disciplinary action up to and including termination of employment or withdrawal of any offer.

Further information is provided by Access NI who have produced a Code of Conduct which can be downloaded from the website www.nidirect.gov.uk/accessni

[Click here](#)

Pre-employment References and Checks: All offers of employment are conditional and subject to a satisfactory Access NI and / or other Checks. Currently, Access NI checks are not portable across employers and therefore even if you have had a recent check, each employer must complete its own checks.

No offer of employment will be confirmed until all vetting and other checks, as required for the position, have been undertaken and are deemed satisfactory. Any conditional offer may be withdrawn if the required checks are deemed not to be satisfactory. Applicants are advised not to submit their resignation to their current employer until all checks have been satisfactorily completed and an offer of employment confirmed.

If there is a concern in relation to the checks, you may be invited in to discuss the matter before any decision to appoint/not appoint is made. In deciding if a candidate can be appointed to the position, we will consider the overall character requirements and complete a full risk assessment.

Overseas candidates - For applicants from Overseas (applicants who are citizens of other members of the European community or other countries) Certificates of Good Conduct from their Consulate or other associated checks are required.

Probation Period for this role is nine (9) months.

Equal Opportunities

TinyLife aims to select the best person for the job and all recruitment decisions will be made objectively based on merit. In line with legislation, we are required to monitor applications for employment in terms of community background and gender. Please complete and return the Monitoring Questionnaire with your application. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be only be used for monitoring, investigations or proceedings under the requirements of the above legislation.



2. Selection Process:

Shortlisting

After the closing date, the first stage in the selection process will be to conduct a shortlisting sift of completed application forms against the eligibility criteria. You will be notified of the outcome of this stage by email.

If further shortlisting is required, an additional sift will be conducted against the desirable criteria. In the event of a large volume of applicants, we reserve the right to enhance the shortlisting criteria.

Candidates who are shortlisted at this stage, will be invited to attend a first interview.

First Interview Stage: Week Commencing

This interview will explore suitability against the core competencies and behaviours required for the post as outlined in the Role Profile.

Second Interview Stage: Week Commencing

The Interview Panel reserves the right to request a second interview.

Candidate Availability

Applicants are advised that they must be available to attend candidates must be available, if shortlisted for interview, on the date specified as unless exceptional circumstances arise, TinyLife are under no obligation to offer other dates.

Role Profile:	Fundraising Manager
Reporting to:	Chief Executive Officer (CEO)
Hours/Salary:	Full Time (37 hours per week) NJC scale 24-27 £35,412 - £38,220
Base:	Hybrid with minimum 2 days per week in Belfast office
Main Job Purpose:	To lead and manage the delivery of all fundraising activities on behalf of TinyLife throughout Northern Ireland, ensuring the effective implementation of fundraising plans and delivery against income targets to support the charity's sustainability and growth.



Key Responsibilities of this role:

1. Fundraising Planning and Delivery

- Contribute to the implementation of the fundraising strategy to secure income in support of the organisation's aims and key objectives.
- Manage the delivery of the individual fundraising programme, including day-to-day operations, event management, budget control, monitoring and evaluation.
- Develop and grow income from a variety of sources including corporate partnerships, individual giving, community fundraising, events and digital fundraising.
- Build, develop and maintain positive relationships with donors, corporate partners, sponsors, and community supporters to maximise income and engagement.
- In collaboration with the Chief Executive Officer, prepare and submit applications to charitable trusts and foundations as appropriate.
- Support the development of digital and virtual fundraising initiatives to maximise supporter reach and engagement.

2. Leadership and Teamwork

- Provide day-to-day management, motivation, and support to fundraising staff and volunteers.
- Hold regular team meetings to maintain good communication, share updates, and encourage collaboration.
- Support staff and volunteer recruitment, induction, and training to ensure they have the skills and knowledge to perform effectively.
- Foster a culture of professionalism, creativity, and continuous improvement within the fundraising team.

3. Monitoring and Reporting

- Ensure regular monitoring, evaluation, and reporting of fundraising activity against agreed targets and KPI's.
- Provide accurate and timely income and activity reports to the Chief Executive Officer and senior management.
- Maintain accurate donor and supporter records on the CRM system and ensure compliance with GDPR and data protection legislation.

4. Financial Management

- Manage fundraising budgets, ensuring activities are delivered within agreed financial parameters.
- Track income and expenditure, forecasting as required to support organisational planning.
- Identify opportunities for efficiency and value for money in all fundraising activities.

5. Innovation and Continuous Improvement

- Keep up to date with trends and best practice in fundraising and suggest new approaches to improve income generation.
- Contribute to the development of innovative campaigns and supporter experiences.

6. Compliance, Health & Safety, and Risk

- Ensure fundraising activities comply with relevant codes of practice, charity law and data protection requirements.
- Undertake appropriate risk assessments for all fundraising activities and ensure health and safety procedures are followed.

7. Other

- Represent TinyLife at events, meetings, and public engagements as required.
- Carry out other duties as may be required, consistent with the scope and responsibilities of the post.

This job description may be subject to change in line with the changing needs and demands of the organisation.

Personal Specification:

Qualifications and Experience

Essential:

3rd Level Qualification and 2 years' experience in a fundraising role OR A Level Qualification and 4 years' experience in a fundraising role (within the last 8 years).

Desired:

Membership of the Institute of Fundraising



Skills and Experience	
Essential:	Proven experience of delivering successful fundraising campaigns and events. Demonstrable experience in corporate or community fundraising achieving significant income targets. Experience of developing and maintaining donor/supporter relationships.
Desired:	Experience applying for funding from charitable trusts and grant-making bodies.
Communications and Marketing	
Essential:	Experience using digital platforms and social media to support fundraising.
Desired:	Experience working alongside communications or marketing teams.
Leadership and Teamwork	
Essential:	Experience of supporting and motivating staff or volunteers to achieve objectives.
Financial Management	
Essential:	Experience managing budgets and reporting on income and expenditure.
Other Experience	
	Demonstrated ability to network and represent an organisation externally.
	Understanding of prematurity and its impact on babies and families.

8. Skills and Competencies

- Excellent interpersonal and communication skills, with the ability to engage and inspire supporters.
- Strong organisational skills with the ability to manage multiple projects and deadlines.
- Creative, proactive, and results-focused approach to fundraising.
- Competent in the use of Microsoft Office, CRM databases, and online fundraising tools.
- Sound understanding of fundraising regulations, GDPR and ethical standards.

9. Additional

- Eligibility to work in Northern Ireland.
- Full driving licence and access to a car to undertake the duties of the post.
- Willingness to work occasional evenings and weekends as required.

TinyLife Job Application Form

Job Reference:	FRM 11/25		
Job Title:	Fundraising Manager		
Application Number:			
Personal Details:			
Surname:		First name:	
Address:		National Insurance Number:	
		Home Tel Number:	
		Mobile Number:	
Postcode:		Email:	
Do you have the right to work in the UK: Yes ☐ No ☐			

Applicants will be required to provide documentary evidence of their right to work in the UK



References:

Please give the name, address and position of two persons from whom we may obtain a reference (Where applicable one should be your present/last employer).

Reference One:		Reference Two:	
Name:		Name:	
Occupation:		Occupation:	
Company Name:		Company Name:	
Address:		Address:	
Postcode:		Postcode:	
Tel Number:		Tel Number:	
Email:		Email:	
Capacity in which this person knows you:		Capacity in which this person knows you:	

Equality of Opportunity

Tiny Life is an equal opportunities employer. All applicants for employment are requested to supply information on the separate monitoring form. This information is required for monitoring purposes only and will be treated in confidence. Selection for employment will be on merit i.e., the best person for the job.

**Please state where you became aware of this post
(i.e Name of website/newspaper etc)**

3. Education, Qualifications and Training

Post Primary Education (A - Level, GCSE or Equivalent)

Further Education

University/ College	Subject Passed:	Level Attained:	Grade:

Professional Qualifications

Name of Professional Body:	Level of membership:	Registration / Pin Nos:

Relevant Training Courses (If applicable)

Name of Organisation:	Name of training:	Qualification Attained:

4. Employment History

Current / Most Recent Employer

Name of Employer:

Address of Employer:

Job Title:

Current Salary:

Start Date:

Period of Notice/ Reason for leaving:

Summary of Duties:

Previous Employment - Please list previous employment beginning with the most recent.

Name of Employer:

Address of Employer:

Job Title:

Date From - To:

Brief summary of Duties:

Reason for leaving:

Please attach extra sheet if required

Gaps in employment

Please provide information below to explain any gaps in your employment history.

Please attach extra sheet if required

DEMONSTRATE RELEVANT EXPERIENCE:

- 1. Proven experience of delivering successful fundraising campaigns and events.**

2. Demonstrate experience in corporate or community fundraising achieving significant income targets.

3. Demonstrate experience of developing and maintaining donor/supporter relationships.

4. Demonstrate experience using digital platforms and social media to support fundraising.

5. Demonstrate experience of supporting and motivating staff or volunteers to achieve objectives.

6. Demonstrate experience managing budgets and reporting on income and expenditure.

7. Demonstrate ability to network and represent an organisation externally.

Do you have a Membership of the Chartered Institute of Fundraising?

Yes

☐

No

☐

Do you have experience applying for funding from charitable trusts and grant-making bodies?

Yes

☐

No

☐

Do you have experience working alongside communications or marketing teams?

Yes

☐

No

☐

Do you have an understanding of prematurity and its impact on babies and families?

Yes

☐

No

☐

Additional Experience:

Use this page to add any additional experience you feel is relevant to the role.

7. Declarations of Criminal Convictions / Vetting - FOR REGULATED POSTS ONLY

Have you ever been convicted of a criminal offence? [Exclude convictions which are spent under the Rehabilitation of Offenders (NI Order 1978)]

Yes

☐

No

☐

Have you ever been excluded / barred from working with children and/or young people?

Yes

☐

No

☐

ACCESS NI

I understand that this post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978. In the event of my application being successful, I consent to a check being made by Access NI, a single history disclosure body. A copy of the Access NI Code of Practice is available on request.

STATEMENT OF NON-DISCRIMINATION

Tiny Life is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients / customers and employees.

DISABILITY

TinyLife, as part of our Equal Opportunities Policy, welcomes applications from people with disabilities. In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairments which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities".

Do you have a disability that requires reasonable adjustments to enable you to attend for interview?

Yes

☐

No

☐

If yes, please specify:

To the best of my knowledge, the information I have given in this application form is true and accurate. I understand that if found to have given false information or to have suppressed any material facts, I shall be liable to disqualification, or if appointed, dismissed.

Name:

Date:

Monitoring Form

TinyLife is committed to promoting equality, diversity and an inclusive and supportive environment for staff, volunteers and families.

In particular TinyLife will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

This part of the application will be treated in the strictest confidence.

All applicants should complete this section. The information will also be used for the purpose of monitoring in terms of the principles of equality of opportunity and will not form part of your application.

Please provide information below about yourself that would assist this process.



Please indicate your religion or the religion to which you would be perceived to belong by ticking the appropriate box below:

I am a member of the Protestant Community

☐

I am a member of the Roman Catholic Community

☐

I am a member of neither the Protestant nor the Roman Catholic Community

☐

Please indicate your gender by ticking the appropriate box below:

Male

☐

Female

☐

Do you consider yourself to have a disability under the terms of the Disability Discrimination Act 1995, defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities?

Yes

☐

No

☐

If 'yes', please state the nature of your disability:

Please describe your ethnic origin by ticking the appropriate box below:

Bangladeshi

☐

Irish Traveller

☐

Black African

☐

Pakistani

☐

Black Caribbean

☐

White

☐

Chinese

☐

Mixed Ethnic Group

☐

Indian

☐

Other (please specify)

☐

This monitoring form should be returned **under separate cover to:**

Monitoring Officer

**TinyLife,
Unit A5
Sydenham Business Park
17 Heron Road
Belfast
BT3 9LE**



Privacy Notice for Recruitment

This document sets out the main elements of the data we collect about you as an applicant, why we collect it and what we do with it during and after the recruitment process. We want you to feel assured that we manage your data confidentially, safely and securely.

Content of our Privacy Notice

- The Data we collect, why we collect It and how we use it
- Data Disclosure and Security
- Retention of Recruitment Data
- Making a Data Subject Access Request (DSAR)
- Making a Complaint

In accordance with our recruitment process, you are advised that personal and sensitive data about you may be collected, transferred, processed, stored, and retained in a manual and/or computerised form in a fair and lawful manner by the Company and/or by its third-party representatives. The information that you provide during the process will only be used for the purpose of progressing and evaluating your application in line with our contractual obligations and/or to fulfil legal or regulatory requirements.

You are advised that for reasons other than set out above, we are required to seek your consent to collect, hold, process and retain other data. If this applies you will be informed and you may opt not to consent. In any such circumstances, we will work out how we may best work with to you/deliver those services to you.

The Data we collect, why we collect it and how we use it

We collect and process certain data that either you provide to us or data we collect from or about you. This is so as we can contact you to progress your application and/or assess your suitability for the role you have applied for including undertaking any other checks and verifying data as may be necessary. We will not collect more information than what we need to fulfil our stated purpose and will retain it for no longer than necessary. The information we collect will be retained by us during the process and for a period after the recruitment process has been closed to ensure we can fulfil our legal obligations. You do not have to provide the information, but it may affect our ability to progress your application if you do not.

We will request certain information throughout the different stages of the recruitment process:



Application Stage: Typically, this may include asking you to supply the following information: CV/Application form including: Your name, contact details, previous experience, qualifications, professional memberships, references. You may also be asked to provide equal opportunities information at this stage. If we have 11 or more full-time employees working 16 hours or more per week, we are required to monitor this information by law under Fair Employment legislation. Whilst we encourage you to complete the Equal Opportunities Monitoring form, you are advised that it will not affect your application if you do not do so. This information will not be made available to the recruiting manager. The data will be shared with the Equality Commission on an anonymised/collective basis as required by law.

Shortlisting: The recruitment panel will shortlist all applications for interviews. They will be provided with your CV/Application in order to shortlist against the criteria. Your equal opportunities information will not be made available to them.

Assessment and selection: Applicants who have been shortlisted will be invited to attend a selection event which may comprise of an interview and other methods, such as psychometric tests. The information collected and retained may include interview notes, test results and any letters to you including to those who have been deemed unsuccessful at shortlisting or interview stage. Other personal and/or sensitive data may also be collected, processed and retained at various stages of the process such as: photocopies of your passport/other appropriate documentation to confirm your eligibility to work in the UK as required by law, proof of qualifications, criminal records declaration and a satisfactory Access NI or other security checks, references details including confirming your previous employment history, medical questionnaire and other pre-employment checks as may be appropriate to the role.

We may also use the information we collect to enable us to provide updates to you including, if appropriate, to advise you of other available opportunities/suitable vacancies for which you may wish to be considered and/to improve our recruitment processes.

The information we collect, process and retain is necessary in order for us to progress your application and meet our contractual and legal obligations.

Data Disclosure and Security

Our recruitment processes and/or selection tests may be provided/managed by a third-party company acting on our behalf. If so, they will also collect and hold these documents. We will have contracts in place which means they can only process your personal information under our instruction and only for the purposes intended.



They are not permitted to share your personal information with anyone and must hold it securely and retain it only for the period as instructed by us. Your data may also be shared with the Equality Commission, HM Revenue and Customs and other parties as required for the purpose of fulfilling our legal obligations and our contractual obligations in relation to undertaking and verifying pre-employment checks as appropriate to the role. The information provided will be stored in secure databases and other cloud-based services, as well as paper files which will be retained in locked filing cabinets.

We confirm that we have appropriate security measures in place to manage and restrict access to your personal information and to prevent unauthorised access. This data is only available to authorised personnel who need to know that information in order to process it for us. These individuals are subject to strict contractual confidentiality obligations and may be subject to disciplinary and other action including termination of their contract/employment if they fail to meet these obligations.

Retention of Recruitment Data	
General Application and Selection Information	At least 1 year from monitoring date
Recruitment monitoring information This relates to our obligation to monitor the gender and religious breakdown of our workforce and to report on this to Government Agencies.	At least 4 years for applicants, for duration of employment for employees
Disclosure information/vetting for criminal offences (if required) This relates to retention of identity information, your vetting code and date confirming Vetting. This information is only requested when the role or business undertakes regulated activities for the purposes of Safeguarding to ensure we manage our legal and safety obligations to clients.	For the duration of your employment and at least 6 years after termination

Data Subject Access Request (DSAR):

You have a right to access information we may hold on you to confirm the accuracy of data and check the lawfulness of its processing or to allow you to exercise your rights including to correct or object if necessary.

If you wish to make a request for information we hold on you, this should be made to Joanne Morgan, Tel 02890 815050 / email c/o pa@tinylife.org.uk

- Your full name, address and contact details
- Any information used by us to identify you (such as Application number)
- Details of the specific information required and any relevant dates

We will normally respond to your request within one month. However, this may be extended by a further two months whereby a request is complex or numerous. If this applies we will write to you within one month of the receipt of the request and explain to you and explain why the extension is necessary.

The information will normally be provided to you free of charge. However, we reserve the right to charge a reasonable fee when a request is considered to be 'manifestly unfounded', 'excessive' or 'repetitive.' In such cases the fee will be based on the administrative cost of providing the information. In exceptional circumstances, we may refuse to respond to the request. If this applies we will explain to you why and inform you of your right to complain.

Making a complaint:

You have a right to complain to the ICO if you think there is a problem with the way we are handling your data.