



Warm Welcome Fundraising Assistant

Location: Fully remote with flexible working arrangements
Salary: £26,000 per year FTE, dependent on experience
Contract: Part time (0.6FTE). We offer fully flexible working.
Closing date for applications: 9th July 2026, 11:59pm.

*Please note, both a CV and a cover letter must be submitted for applications to be considered.

Due to high numbers of applications, prior to interview we plan to carry out initial screening calls with prospective candidates before selection for interview. We will be asking about your reasons for applying and how you think your skills and experiences align to the role.

Interviews: w/c 27th July 2026
Start Date – ASAP – this is a new post.

About the Warm Welcome Campaign

Founded in 2022, the Warm Welcome Campaign wants everyone in the UK to find a place of belonging and reconnection at a Warm Welcome Space near their home. We have a bold purpose to enable a more deeply connected society where we all have free access to welcoming community spaces.

We resource, connect and champion a network of over 6,300 Warm Welcome Spaces and bring together a growing coalition of local, regional, and national partners representing the worlds of charity, faith, business, government, and philanthropy. By working together, we can unlock the power of community spaces made by and for everyone, creating a thriving network of hope and reconnection fueled by human warmth.

We're working hard to reach everyone with the message that a Warm Welcome is waiting for them just around the corner, all through the year.

Throughout all our work and within our team we live out our values of being inclusive, collaborative and courageous and our personality that is friendly, adventurous and uplifting.

We value diversity, and we recognise the enormous benefits and the social imperative of bringing together diverse groups of people. We therefore warmly welcome applications from a broad range of backgrounds, experiences, and perspectives.

It's an important moment for us – we launched a new [five year strategy](#) which shows a clear picture of the path we have set ourselves ahead to continue to deliver and deepen our impact. We launched our [100% Pledge Campaign](#) and in January delivered our second [Warm Welcome Week](#) in collaboration with a wide variety of partners.

Warm Welcome Spaces | www.warmwelcome.uk | info@warmwelcome.uk |

The Warm Welcome Campaign is hosted by the Good Faith Foundation, a charity focused on cross-sector collaboration for social inclusion:
Registered Charity No 1188639



On a path of growth, we are looking to build on the exciting opportunities already developed as well as continuing to explore potential. The team is growing to meet fundraising demand and maximise the wealth of opportunity available and we are looking for another team member to join us as we look to our future together.

The Opportunity

This is an exciting opportunity for an organised and proactive individual to join a small, friendly, and dynamic team in a varied role. If you are looking to build your fundraising experience, develop new skills across multiple fundraising areas, and have your work make a tangible impact on people's lives, this could be the perfect role for you.

Within a small team of executive and assistant roles, you will work closely with the two Fundraising Managers (one focused on Trusts and Foundations and the other Corporate Partnerships) and the Development Director to support corporate, trust, foundation, and individual fundraising efforts. The role offers the opportunity to contribute across a broad range of fundraising activities and, depending on your interests and experience, take ownership of key tasks and projects.

Joining during a time of growth and strategic development, you will have the chance to be part of the implementation of a new Fundraising Strategy. This is a fantastic opportunity to gain valuable experience in donor stewardship, event coordination, individual giving campaigns, and data management, all while contributing to the success of the Warm Welcome Campaign.

In the role you will:

Assist the team across the fundraising function supporting corporate, trust, foundation, community and individual fundraising activities.

Develop and maintain positive relationships internally with colleagues and externally with stakeholders, donors, and funders.

Demonstrate strong organisational skills and reliability, maintaining systems for data management and accurate records of fundraising activities and donor interactions.

Liaise professionally with Warm Welcome Spaces, funders and supporters, acting as a warm and approachable communicator.

Confidently use and manage our CRM system (Beacon) to track donor data and fundraising activities.

Support basic marketing efforts, including creating quality written content such as emails and social media updates, as needed.

Warm Welcome Spaces | www.warmwelcome.uk | info@warmwelcome.uk |

The Warm Welcome Campaign is hosted by the Good Faith Foundation, a charity focused on cross-sector collaboration for social inclusion: Registered Charity No 1188639



Securely store and organise documents on our G-Drive, ensuring accessibility for the team and compliance with GDPR and good fundraising practice.

Support the logistical planning for fundraising and wider team events.

Ensure deadlines are met, prioritising a varied workload and maintaining attention to detail in all tasks.

Take initiative to explore new areas of fundraising and contribute to innovation.

Own and manage delegated tasks or parts of projects, ensuring successful and timely delivery of work.

Essential Skills and Experience

1. Strong organisational and administrative skills with a track record of managing multiple tasks and meeting deadlines.
2. Experience in using CRM systems (e.g. Beacon) and proficiency in Microsoft Office and Google Suite.
3. Good written and verbal communication skills, with the ability to liaise professionally with diverse stakeholders.
4. A reliable team player who can prioritise work effectively and manage tasks under pressure.
5. Good numeracy skills and the ability to work on simple budgets.

Desirable Skills and Experience

1. Experience in fundraising or donor management within a charity or nonprofit organisation.
2. Knowledge of data protection and GDPR compliance for handling donor information.
3. Basic marketing skills, including experience with digital content creation and donor engagement.
4. A proactive learner with a passion for exploring new areas of fundraising and personal growth.
5. An interest in supporting community-focused initiatives like the Warm Welcome Campaign.

Competencies and behaviours in our team

The core competence of everyone in our team is the ability to build trusted relationships among people with diverse perspectives and backgrounds. We are looking for people who are:

- Committed to the power of relationships to facilitate social change
- Collaborative, inclusive, ambitious, aligning with our core values
- Self-starters with high levels of commitment, energy and motivation
- Curious and show initiative, with problem-solving skills and an ability to learn quickly and adapt to a rapidly changing context
- Calm under pressure, and can adapt quickly in a fast-paced environment

Warm Welcome Spaces | www.warmwelcome.uk | info@warmwelcome.uk |

The Warm Welcome Campaign is hosted by the Good Faith Foundation, a charity focused on cross-sector collaboration for social inclusion:
Registered Charity No 1188639



- Willing to pitch in to help other team members if needed
- Organised with effective time management skills.

Working arrangements

- Current members of the team are based across the UK, with some in London, Reading, Bristol, Manchester and Northern Ireland. Applicants must be able to travel to Bristol once a month for a Tuesday full team meeting. Given the nature of this role, we would also expect the applicant to carry out a reasonable amount of travel to both projects and partners across the UK.
- This role is remote, part time, with flexible working arrangements
- All employees, volunteers, partners, suppliers and consultants working with Good Faith are expected to adhere to our Code of Conduct and safeguarding policies. Good Faith's commitment to safeguarding means we seek to ensure that no harm comes to people as a result of contact with the organisation's programmes, operations or people.
- You will need to have the right to work in the UK.

How to apply

To apply for the role, please use the CharityJob link or send a cover letter (max 2 sides of A4) which specifically addresses the requirements listed in the person specification, along with a CV, to people@goodfaith.org.uk with "Application for Fundraising Assistant" in the subject line. Applications must be received by midnight on Monday 13 July, and we will aim to interview for the position during the week commencing 27 July.

Due to high numbers of applications, prior to interview we plan to carry out initial screening calls with prospective candidates before selection for interview. We will be asking about your reasons for applying and how you think your skills and experiences align to the role.

Diversity and inclusion

We recognise the enormous benefits and the social imperative of bringing together diverse groups. We therefore warmly welcome applications from a broad range of backgrounds and experiences. We are committed to making our recruitment process as accessible as possible and are happy to provide reasonable adjustments for disabled candidates at any stage of the process. We also ask all applicants to complete our [equal opportunities monitoring form](#) alongside their application. This is optional but is an important part of helping us understand who is applying for our roles and ensuring our recruitment process is fair and inclusive.

We are happy to discuss and make any reasonable adjustments you might need at any stage of the application process, and to answer any specific questions relating to the role - please email us on people@goodfaith.org.uk and we'll get back to you as soon as we can.

Warm Welcome Spaces | www.warmwelcome.uk | info@warmwelcome.uk |

The Warm Welcome Campaign is hosted by the Good Faith Foundation, a charity focused on cross-sector collaboration for social inclusion: Registered Charity No 1188639