

# Charity Officer Role Profile

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## Role Description

As Charity Officer you're there to bring purpose-driven activity into your group. Whether that's raising money for charities, supporting community causes or developing fundraising ideas to support your members. The role is flexible and shaped by what you and your group wants to achieve, giving you the freedom to lead creative campaigns, collaborate with other committee members and help your group make a positive impact on and off campus. Not every group will have a Charity Officer, this role is ideal for committees who want to develop fundraising, sponsorship or community-focused activity.

## Responsibilities

1. As Charity Officer, you'll be the first point of contact for all correspondence between your student group and external organisations like sponsors and charities
2. You will take a lead on exploring sponsorship and fundraising opportunities, this could be approaching local businesses, applying to grant pots or planning events
3. You'll be responsible for the setting up and running any fundraising events for your group. You'll work closely with the Social Secretary and Communications Officer to make sure the events are accessible and well-advertised
4. Working alongside the Social Secretary you'll add events, ticket types and items for sale onto JMSU's digital platforms Native and Union Cloud

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## Responsibilities (continued)

5. You will ensure all fundraising activity complies with charity law, JMSU policies and procedures, and LJMU policies and procedures
6. You'll consult with the members of your student group, and your committee, to choose a charity that is mutually agreed and appropriate, if you choose to raise funds for an external organisation rather than your own group
7. You'll also have the opportunity to be creative and think of new, exciting ways to raise funds for your group
8. You'll need to be familiar with the constitution of your sport, your code of conduct and committee procedures as well as the constitution, byelaws and regulations of JMSU and you'll be responsible for ensuring your sport club complies with these



# Qualities & Skills

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## Essential Qualities

### What you'll bring with you: the foundations for leading fundraising and purpose-driven activity

- Enthusiastic and proactive – you'll have an interest in making a positive impact through fundraising or community initiatives
- A creative thinker – you're keen to explore new opportunities to support charities or group activity
- Confident communicator – you'll be able to engage with external partners, sponsors and charities
- Collaborative team player – you'll work closely with Social Secretaries, Communications Officers and the wider committee
- Organised and reliable – you're able to coordinate events, deadlines and fundraising plans
- Member-focused mindset – you'll ensure activities reflect what the group wants to support
- Responsible and ethical - you understand the importance of safe, transparent and compliant fundraising
- A positive ambassador for the group and the wider Students' Union community

## Skills You'll Develop in the Role

### What you'll grow and strengthen through the experience

- Planning and delivering fundraising events and campaigns from idea to delivery
- Building partnerships with local organisations
- Developing skills in sponsorship outreach, putting in grant applications and playing a key role in income generation
- Collaborating across committee roles, promoting and delivering successful events
- Managing digital platforms, using separate systems for ticketing, fundraising and event promotion
- Balancing creativity with responsible fundraising practices and compliance requirements
- Consulting with members to shape initiatives that reflect your group's interests and values
- Developing leadership confidence, having project ownership and event coordination responsibility
- Strengthening transferable skills such as communication, organisation and community engagement skills



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