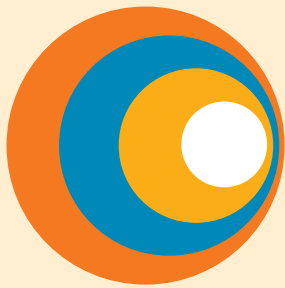




Fundraising Officer

Job Description & Person Specification

September 2025



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About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our two schools and 2 Post-19 services have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.



Job overview

This is an exciting opportunity for an emerging fundraiser who wants to gain hands-on experience across multiple income streams. As Officer, you'll provide vital support to the Philanthropy and Partnerships Manager, Head of Marketing, Communications, and Fundraising, and the wider team to help deliver our ambitious income generation goals. This broad and varied role will give you exposure to major donor, corporate, legacy, individual giving, and community initiatives, as well as events.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

About the role

Key tasks

Cross-Income Stream Support

- Support the delivery of activity and appeals across major donor, corporate, legacy, and individual giving programmes.
- Identify and research prospective funders, including trusts and corporate partners.
- Assist in bid development, including desk research, gathering case studies, and impact data.
- Support the development and delivery of materials, campaigns, and digital content.

Events & Community

- Support the delivery and evaluation of in-house and third-party events.
- Assist individuals and groups supporting BeyondAutism within the community.
- Help steward participants and donors with timely and tailored supporter journeys.

Supporter Care & Communications

- Coordinate prompt and personalised thank-you communications.
- Maintain accurate and up-to-date records on our CRM (Raiser's Edge).
- Support the creation and scheduling of communications, both print and digital.

Team Coordination & Administration

- Manage the inbox and respond to supporter enquiries.
- Provide administrative support to the Philanthropy and Partnerships Manager and Head of Marketing, Communications, and Fundraising.
- Help ensure all activity is compliant with relevant legislation and best practice.



What you will bring to the role

	Essential	Desirable
Education & qualifications	Good level of educational attainment (5 GCSEs or equivalent, including Maths and English at grade C or above)	A Levels or further education qualification
Experience Knowledge and skills	- Experience working in a team environment, or supporting projects or events - Confident working with data and digital tools (e.g. CRM systems, online platforms, MS Office) - Comfortable dealing with a variety of people and managing enquiries	- Experience in a fundraising, marketing, customer service, or communications role - Familiarity with Raiser's Edge or similar supporter/donor databases - Experience supporting income-generating initiatives (e.g. events, campaigns, donor care)
Personal attributes	- Strong written and verbal communication skills - Excellent organisational skills with the ability to manage competing priorities - Accuracy and attention to detail - Ability to build and maintain positive relationships with colleagues and supporters - Positive, proactive, and collaborative approach - Enthusiastic and curious, with a willingness to learn - A team player who can also take initiative	- Understanding of the UK voluntary sector and fundraising regulation - Project management or research skills - Creative content creation or digital storytelling experience - Knowledge of online fundraising platforms (e.g. JustGiving, Enthuse) - Confident using social media and email marketing tools - Flexible and comfortable working in a fast-paced environment - A commitment to BeyondAutism's mission and values



Job information



SALARY SCALE:	Up to £27,323 depending on experience
HOURS:	Full time, 37.5 hours per week (some evening and weekend work may be required)
Reports to:	Philanthropy and Partnerships Manager
LOCATION(S):	Hybrid – some home working and across BeyondAutism services in London
PROBATIONARY PERIOD:	Six months
HOW TO APPLY:	If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk. Your cover letter should include: • Why you are interested in applying for this role • How your skills/experience meet the requirements of the person specification If selected for interview you will be required to fill out a full application form for safer recruitment purposes.

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.



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How to follow us



/beyondautism



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