



HELEN BAMBER FOUNDATION

Fundraising Executive

Job Description

Sep 2026



OUR HISTORY AND PURPOSE

The **Helen Bamber Foundation**, founded in 2005 by the pioneering human rights advocate Helen Bamber, was created to reflect the evolving global patterns of violence and persecution. Helen Bamber, who entered Bergen-Belsen Concentration Camp in 1945 as part of one of the first rehabilitation teams, recognised that all survivors of extreme violence – regardless of the perpetrator – require safety, legal protection, and medical and emotional support.

In 2020, the Helen Bamber Foundation joined forces with Asylum Aid (established in 1990) to form the Group. Asylum Aid specialises in providing legal representation to vulnerable individuals seeking asylum, focusing on the most complex cases including survivors of trafficking, children, and stateless people. Asylum Aid is a leading actor in strategic litigation and advocates for policy and systemic changes to remove barriers to protection and justice. Asylum Aid maximises its impact by providing training and working in partnership with other organisations. Asylum Aid is a wholly owned subsidiary of the Helen Bamber Foundation.

Today, the Helen Bamber Foundation's unique Model of Integrated Care (MoIC) provides holistic support encompassing therapy, legal advocacy, medical treatment, and practical assistance, helping survivors rebuild their lives with safety, freedom, and dignity. Using our expertise, we drive best practice and systems change to deliver for all survivors.



ABOUT US

Vision: All survivors of trafficking, torture, and extreme human cruelty have safety, freedom, and power.

Mission:

- **Support:** Using our Model of Integrated Care and legal expertise, we protect survivors from persecution, re-trafficking, exploitation, and abuse.
- **Collaborate:** Working with individuals with lived experience and key partners, we tackle systemic challenges facing survivors, train practitioners, and promote best practices to support more people.
- **Advocate:** Drawing on our unique expertise, we drive policy and systemic changes to improve access to protection and uphold the human rights of survivors.

“I feel worth now when I am around other people. I don’t constantly worry what others may think of me and whether they are judging me... I feel like a human being. I feel like I’m catching up on life.”

A client of the Helen Bamber Foundation



Our Values:

Principled: We are outraged at the injustices that survivors of torture, trafficking and human cruelty face in securing safety and in rebuilding their lives and we work respectfully to address them.

Determined: We are Human Rights Advocates committed to securing justice for all survivors and will not stop until we have done so.

Welcoming: We maintain a safe, warm environment for individuals, groups and professionals to connect, to recover and to contribute.

Collaborative: We work holistically with individuals, through our Model of Integrated Care, and in partnerships with other organisations, to ensure the greatest impact on all survivors of torture, human trafficking and human cruelty.

Innovative: We respond and evolve according to the needs of the individual, the community and to ensure necessary change across the sector in the UK, Europe and Globally.

Expert: We are a Centre of Excellence, providing experienced and professional support, advice and information in our work with individuals, partners and government.

EQUITY, DIVERSITY AND INCLUSION

Our commitment to principles of equity, diversity and inclusion is an integral part of our approach to our clients, our volunteers and our staff, and we are an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in.

We genuinely welcome and encourage applications from candidates from range of backgrounds, especially people of colour, people with disabilities, people from low socio-economic backgrounds, refugees, stateless people and others with lived experience of forced migration or trauma who are under-represented in our organisation.

We recognise and value the role of lived experience in meeting the needs of our clients and acknowledge the under-representation of people with lived experience of forced migration, statelessness and trauma in the refugee and migration sectors. We value experience gained overseas as well as in the UK and you will receive full training to enable you to transfer your knowledge and skills to the UK context.

ABOUT THE ROLE

OVERVIEW OF THE ROLE

The Fundraising Executive will provide essential operational support to the Fundraising Team, with primary responsibility for maintaining accurate, timely and useful information in our CRM system, Donorfy. The postholder will process and reconcile donations, maintain high-quality supporter records, coordinate prompt and personalised donor acknowledgements, and produce clear insights to support fundraising decisions across Helen Bamber Foundation and Asylum Aid.

We are looking for someone who is methodical, numerate and detail-focused, with the confidence to work across a CRM, banking and income records. They will combine excellent data discipline with warm donor care, helping colleagues use Donorfy consistently and sharing regular reports, trends and actionable insights with the Fundraising Team.

This is an excellent opportunity for someone looking to begin or develop a career in charity fundraising operations. We welcome applicants with transferable experience in database or CRM administration, finance processing, customer or supporter care, reporting, or a detail-oriented administrative role.

MAIN DUTIES AND RESPONSIBILITIES

Donor Stewardship, CRM and Income Administration

- Provide warm, timely and personalised donor care, including acknowledgements and routine supporter communications;
- Act as a key user of Donorfy, supporting accurate data entry, record-keeping and consistent use across the Fundraising Team;
- Maintain accurate records of donors, prospects, applications, fundraising activity and the fundraising pipeline;
- Process and reconcile donations across Donorfy, banking records and finance systems, working closely with the Finance Team;
- Maintain high standards of data quality through regular checks, cleansing, updates and routine troubleshooting;
- Produce reports and data selections, and help colleagues use the CRM effectively;
- Help improve practical fundraising processes and systems as the team develops;
- Handle personal data in line with GDPR, the Code of Fundraising Practice and internal procedures.

Donor Insights and Reporting

- Turn donor and income data into clear, useful information that the Fundraising Team can act on;

- Produce regular pipeline, income and activity reports for the Group Director of Fundraising, Grants Manager and wider Fundraising Team;
- Support donor segmentation, stewardship planning and appeal targeting by preparing accurate data;
- Maintain clear and accurate financial and donor records to support departmental reporting.

Wider Fundraising Support

- As required, research prospective supporters and record relevant information in Donorfy;
- Provide administrative and data support for funding applications, donor communications, campaigns and appeals;
- Help the Grants Team coordinate funder reports and track reporting deadlines, including gathering relevant data and information.

Fundraising Events

- Support the planning and delivery of fundraising events, including quarterly donor insight events and The Conversation;
- Coordinate guest lists, invitations, RSVPs, event logistics and follow-up communications, using Donorfy to track engagement;
- Support event delivery on the day and help capture learning afterwards.

Team and Operational Support

- Work closely with the Group Director of Fundraising and colleagues to deliver team priorities;
- Maintain clear communication and visibility of fundraising activity across the team;
- Build effective and supportive relationships with colleagues across both charities;
- Contribute practical ideas to improve supporter experience and operational efficiency;
- Process invoices, requisitions, expenses and purchase requests, and support budget and expenditure tracking;
- Attend and contribute to relevant team meetings, strategy days and occasional fundraising events.

Other

- Maintaining the values of the charity and positively promoting the work and activities of the charity at all times
- Undertaking any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Championing diversity and inclusion in your role at all times.

PERSON SPECIFICATION

The successful candidate will be highly organised, methodical and comfortable working with data and systems, while also bringing warmth and care to the donor stewardship journey.

This role would suit someone beginning or developing a career in fundraising operations. The

postholder will work collaboratively across the Fundraising Team and both charities, with support and guidance from their line manager.

You will join a collaborative and supportive Fundraising Team dedicated to improving outcomes for Survivors of trafficking and torture. We value people who are dependable, curious, open to learning and feedback, willing to help others, and committed to building reliable systems and strong donor relationships.

Essential

- Experience using a CRM, database or comparable administrative system and maintaining accurate records;
- Strong organisational skills and attention to detail, with the ability to manage competing priorities and meet deadlines;
- Clear written and verbal communication skills, with the ability to produce warm and professional supporter communications;
- Confidence working with numbers and data, including accurate processing or reconciliation of financial information;
- Confidence using Microsoft Office, particularly Excel;
- A collaborative, dependable and proactive approach, with curiosity, openness to feedback and a willingness to support colleagues;
- Commitment to the objectives and values of the Helen Bamber Foundation Group, and ability to attend occasional evening or weekend events, with reasonable adjustments where required.
- Commitment to Helen Bamber Foundation's values and mission.

Desirable

- Experience in fundraising, supporter or customer care, or charity administration, whether paid or voluntary;
- Experience using Donorfy or another fundraising CRM;
- Experience of financial administration or handling income data;
- Experience supporting events;
- Knowledge of GDPR or fundraising regulation;
- Knowledge of, or a strong interest in, issues affecting refugees, people seeking asylum and Survivors of trafficking or torture.

Please be aware that that we work with individuals who have experienced highly traumatic events, and it is likely that you will hear or read about extreme human cruelty and resulting mental health challenges during the course of your work. This is challenging for everyone, and we encourage you to share any difficulties you are facing with your line manager who will be able to direct you to appropriate resources to support you. Whilst you will be supported by your line manager and the surrounding team, you should also be able to demonstrate knowledge of self-care principles needed to manage working in such a work environment and be able to collaborate in the dissemination of those principles to other members of the team.

REPORTS TO

You will report to the **Group Director of Fundraising**

SALARY

£28,900

HOURS

9 – 5.30pm, 37.5 hours per week (full time)

Hybrid working: 60% (3 days) office presence

LOCATION

Helen Bamber Foundation, 26 - 30 Westland Place, London N1 7JH

START DATE

As soon as possible

BENEFITS



Annual Leave

27 days plus bank holidays (increasing to 29 days after three years of service, and to 30 days after five years of service) plus up to 4 discretionary days for the winter closure period



Wellbeing support

Three wellbeing days a year (pro-rated for PT staff), a confidential 24/7 helpline through our Employee Assistance Programme, a 2 week winter-closure period, free fruit in the office, weekly free Yoga in the office, a corporate eyecare scheme and much more!



Training & development

An individual training budget on training for you and monthly Lunch and Learns with external and internal speakers



Employer pension contributions

We provide competitive pension contributions of 4%



Group reflective space

We offer monthly group reflective spaces for all staff.



Reasonable adjustments

Occupational health assessments as necessary to understand how we can support and make reasonable adjustments



Family friendly policies & work life balance

We care about your wellbeing and encourage flexible working arrangements to promote a healthy work-life balance. We also provide enhanced maternity, paternity, adoption, family reunion and shared parental leave



Sabbatical Leave

Opportunity to apply for sabbatical leave after three years of service (conditions apply)



Employee experience

We have an Equity, Diversity, Inclusion and Belonging Working Group, monthly staff meetings, and three staff away days a year!

HOW TO APPLY

The first stage is to complete on our online application form on our website **by 10:00am Monday 28th Sep 2026**.

The website form will ask you to:

- Upload a short covering letter. Please tell us why the position appeals to you, and how your relevant skills and experience, including any voluntary experience and lived experience, matches the listed responsibilities and person specification. Please also state in your covering letter when you would be available to start the role. This information can be shared in one of four different ways:
 1. Written A4 (No more than 2 sides of A4)
 2. PowerPoint (No more than 3 slides)
 3. Audio recording (No more than 5 mins) *
 4. Video Recording (No more than 5 mins) *

* if you send in your cover letter in one these formats, please do not upload this to our website but email it to jobs@helenbamber.org.

- Upload your current CV
- Complete an online Equal Opportunities monitoring form – completion of this form will help us ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. The questions are entirely optional, and this information will not be available to members of the selection panel.

TIMELINE

Closing date: **10:00am on Monday 28th Sep 2026**

Preliminary interviews (online): **6th Oct 2026**

Final panel interviews (in person): **14th Oct 2026**

SELECTION PROCESS

We will invite candidates to an initial 15-minute online screening meeting week on **6th Oct 2026** followed by shortlisted candidates

attending in-person interview on **14th Oct 2026**. We will also ask you to complete a short exercise on the day.

At Helen Bamber Foundation we want to be transparent about what kind of qualities we are looking for and build trust from the very beginning of your journey with us. The first step is your interview, and we mean 'your' interview so we will provide you with your interview questions ahead of the interview. This will allow you time to prepare, and ensure you have your best examples in mind.

We offer a guaranteed initial interview for refugees, stateless people and others with lived experience of forced migration, provided that they can provide some evidence of the relevant experience or skills in relation to the essential criteria.

We regret that we can only respond to applicants who make it to the interview stage.

ADJUSTMENTS

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible. If you would like to discuss any specific requirements, please get in touch with us at jobs@helenbamber.org.

ELIGIBILITY

Please note that the successful candidate must have the right to work in the UK (as a small charity we do not have the capacity to sponsor work visas).

SAFER RECRUITMENT

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to make sure that all persons appointed are suitable to work with our children and adults. The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Successful candidates will also be subject to a DBS check. If appointed, you will also be required to give your consent to the charity to receive regular updates on your criminal records

status throughout your employment and to disclose any relevant convictions incurred during your time with us. You will also be subject to a public online search.

EXPERTS BY EXPERIENCE SUPPORT

We are also proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the refugee and migrant sector. If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can seek independent and confidential support with your job application from the Experts by Experience Employment Network. They can help you in preparing your job application by providing one-on-one mentoring support to review your CV, cover letter or provide interview preparation. To request job application support or general one-to-one career advice and mentoring, please click [here](#).

STATEMENT ON ARTIFICIAL INTELLIGENCE (AI) AND RECRUITMENT

At Helen Bamber Foundation we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you – we want to hear from you.

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

TO FIND OUT MORE

To find out more about this role, please contact jobs@helenbamber.org.

“There are times when you despair in our ability to make any sort of difference. But I say to people that we are all part of a mosaic. We can all be influential in our own fields and ways.”

Helen Bamber, OBE (1925 - 2014)



Helen Bamber Foundation
Charity Number: 1149652
helenbamber.org