



JOIN THE LINE -UP

**Surfers Against Sewage
Recruitment Pack**

**Community Fundraising Project Officer
March 2024**

Ocean health is vital to all of us, wherever we live. The food we eat and the water we drink. The places we work and play. The weather around us. The climate we depend on. Even the air we breathe. Society has been shaped by a healthy and stable ocean. For people to continue to thrive and live life to the fullest, the ocean must thrive too. The planet is at tipping point and change is needed now.

From a handful of activists to a nationwide movement over the last 30 years, Surfers Against Sewage has grown into one of the UK's most successful marine conservation and campaigning charities. 30 years on, sewage and plastic pollution remain huge threats to a thriving ocean.

We must therefore continue to grow our impact to change the systems which create these issues by putting profit over people, and which promote short-term thinking to solve issues with long term consequences.

The heritage of our organisation is anchored in the ocean. Yet our reach and influence now permeates communities



and institutions nationwide, from a programme of school engagement, through to supporting community groups to monitor and lobby for better protection of inland bathing waters

In this decade devoted to the ocean, we will redouble our efforts and continue to mobilise and equip the biggest and most authentic community of ocean conservation campaigners and volunteers in the UK.

If this inspires you then please read on to find more about who we're looking for.



THANK YOU FOR YOUR INTEREST IN JOINING OUR TEAM!

I joined in August and couldn't be more excited to have joined the team. We will take time to look back at the amazing things SAS has achieved in 30 years and apply this wisdom to the current global

context of environmental, social, and political challenge. Our staff, volunteers, communities, and supporters make up our Ocean Activists; this is a powerful tribe which will continue to demand change and I remain optimistic that we will achieve it.

2024 will see us deliver the final year of our Ocean Impact Plan and collectively create a 2025-30 Strategic Plan. This is an exciting time to join our team and get involved in writing the next chapter, which will see us collectively create a new 5-year strategy. We will start with our Theory of Change, underpinned by science, to channel every action of every Ocean Activist into effecting real and lasting solutions."



Giles Bristow
CEO



JOB DESCRIPTION



Role:	Community Fundraising Project Officer
Salary:	£26,000-£30,000 pro rata
Reports to:	Senior Community Fundraising Officer
Hours:	3 days a week
Contract:	6-month fixed-term
	May – November 2024
	<i>These months are critical to the project and role, so please only apply if you can commit to this start and end date.</i>
Annual Leave:	25 days pro rata

About the Role:

Are you experienced in fundraising, marketing or virtual events project delivery work? Do you have excellent organisation, communication, and collaboration skills, along with the ability to work with direction to deliver tasks efficiently within deadlines?

This new fixed-term role joins the Community Fundraising Team at Surfers Against Sewage to support our fundraising campaign, Dip A Day in October.

In its third year, Dip A Day in October is our communities' favourite fundraiser. A virtual Facebook fundraising campaign, seeing 11,000 people join the group last year and raising over £202,000 to fund our ocean-saving campaigns.

This year, we are planning on doubling the income and the number of people taking part in Dip a Day. This campaign has bucked the trend of industry benchmarks, and seen fantastic supporter engagement and feedback. You'll be joining and supporting our plans to continue on this trajectory with sector-leading innovation. *"It's the best challenge ever. I'm looking*

forward to next year" – event participant.

The team structure for this is:

- **Project Director** (Head of Public Fundraising and Engagement)
- **Project Manager** (Senior Community Fundraising Officer)
- **Project Delivery** (you)
- **Project Support** (Community Fundraising Coordinator)

You'll be working with the Project Manager to support all main project delivery aspects, including stakeholder liaison, updating roadmap and project management documentation, data manipulation for campaign management and reporting, and being the first point of call for all supporter enquires for this campaign.

You'll use your past project management/ delivery experience to pick up the project quickly and work well with direction to navigate multiple moving parts within an evolving project and new team landscape. Additionally, Excel skills are required to be able to read/ work with/ manipulate big data sets to support the running of the campaign and the post-campaign evaluation. Copywriting skills to draft and review

JOB DESCRIPTION



marketing content and fundraiser journey copy are an added bonus.

You'll have experience in using project management and organisational tools, have great communication skills to liaise with various stakeholders and the Project Manager, and be able to work well with direction.

What You'll be Doing

In this role, you'll:

- Work with organisation and project management tools (e.g. Asana & Airtable) to carry out all areas of project delivery, as directed by the Project Manager
- Organise and supply content from the existing content library for all necessary purposes: organic marketing, Facebook group posts, and to provide marketing suppliers
- Provide status updates to relevant stakeholders and keep project organisation documents and the roadmap up to date, feeding in actions and deliverables from meetings.
- Work well with diary management to organise review/ approval times and meetings for various stakeholders
- Be the first point-of-call for all supporter enquiries relating to Dip a Day, utilising existing tools to respond to enquiries via the inbox, and other avenues such as telephone and the

Facebook Group, and escalate when relevant.

- Work alongside the Project Manager to support with reactive campaign optimisation or risk mitigation during the live campaign
- Support with copywriting and reviewing
- Support on the evaluation and analysis of the project. This will require good knowledge and use of excel to gather and manipulate data
- Deliver all other tasks associated with the development and growth of the campaign as directed by Project Manager.

Location

This role can either be based at our ocean-side office in St Agnes, Cornwall or be fully remote anywhere in the UK. If based remotely, we'll provide you with the essential equipment to be able to work from home, as well as pay for your travel and accommodation for agreed visits to our HQ, events or external meetings.

If based in Cornwall, our hybrid working model means you can enjoy the benefits of both office-based and remote working. Reasonable adjustments, as well as specific office-based needs, will be considered for those with long-term health conditions and disabilities.

APPLICATION REQUIREMENTS:

Please submit your CV and cover letter, addressing the following questions in the letter:

1. Why do you want to work for SAS?
2. Why does this particular role appeal to you?
3. How do your skills and experience match the requirements of the role?

PERSON SPECIFICATION



For this role, you'll need:

- 1+ years' experience of delivering projects in a public fundraising, marketing or virtual events context.
- Excellent communication, and collaboration skills to work effectively in a team and with various stakeholders
- Great people skills, to provide high-quality supporter experiences
- Experience of working with a range of project management and time management tools, for example Asana, Toggl, Airtable.
- Excellent organisation, time management and prioritisation skills
- Ability to work with direction and manage time efficiently, to deliver tasks within deadlines
- To be adaptable and comfortable working across multiple systems and software platforms like Social Sync, Facebook, Asana, Airtable, Microsoft Suite.
- A proactive and can-do attitude to work well within a continually developing project landscape
- Data and Excel skills are required to be able to read/ work with/ manipulate big data sets to support the running of the campaign and the post-campaign evaluation
- Proficient in use of Microsoft programmes, particularly: Outlook email and calendar, Word, Excel, Teams.
- A passion for the environment, and for fundraising.
- Demonstratable ability to work effectively remotely
- Added bonus:
 - Copywriting skills to draft and review marketing content and stewardship copy
 - Experience of using a Customer Relationship Management (CRM) system

EQUITY, DIVERSITY AND INCLUSION

Surfers Against Sewage
Recruitment Pack



Here at Surfers Against Sewage, we are not ones to shy away from the big topics. Equally, we are self-aware enough to realise where we have work to do.

We are setting ourselves ambitious but attainable targets and we recognise our engagement in Equity, Diversity and Inclusion needs a dedicated, organisation-wide strategy.

The impact of plastic pollution, water quality and climate change disproportionately affects marginalised communities, yet there is significantly lower representation in Ocean Activism from within these communities. We want to change that. Our aim to create Ocean Activists everywhere isn't a tag line, it's a mission.

We are all connected to the ocean, regardless of distance, age, gender, race, disability, sexual orientation or belief system. We want to help reconnect us all to the ocean, waterways, rivers, lakes and even the water we use in our homes and schools. It's all connected – let's protect it together.



And finally, even if you don't meet every single requirement and don't surf, here at SAS we are committed to building a diverse, inclusive and equitable workplace, so if you like the look of this role and even if your past experience doesn't align perfectly with everything in the job description, we would still like to hear from you with your CV and covering letter.

You may be just the right candidate!





What are the benefits of working at Surfers Against Sewage, apart from being part of an amazing, dedicated and inspiring community of people?

Flexible working hours and TOIL

We offer a flexible approach to working hours between 7:30am and 6:30pm, and we provide Time Off In Lieu when staff are required to work occasional evenings or weekends. Our contracts specify working hours, but we focus on outcomes over where, when, and how people work.

Hybrid & Home working

Our roles are specified as either Hybrid working, with a requirement to come into the office a minimum of two days a week, or homeworking, with some travel to the office on agreed days (dependent on the role).

25 days of annual leave (pro rata), increasing each January up to 28 days, plus Bank Holidays.

For the last 3 years we have also been providing 3 additional days at Christmas, and we will continue this in 2024.

Access to confidential advice on mental health and wellbeing, as part of our Employee Assistance Programme.

SAS have partnered with Health Assured who are the UK and Ireland's most trusted health and wellbeing network. Their employee benefits programme is a suite of wellbeing services, offering you and your family a structured way to work through physical or mental health issues and financial.

Membership to Head Space wellbeing.
Guided Meditation and Mindfulness

Four wellbeing days a year

Our mental health and wellbeing policy provides 4 wellbeing days a year, to use as a preventative measure.

Pension

5% (instead of statutory 3%) and will be regularly reviewed. Nest pension with ethical savings options.

Enhanced sick pay

8 weeks full pay and 8 weeks half pay

Enhanced maternity policy

Sabbatical policy

Giving the option for those with longer (>3 years) service to request sabbaticals or career breaks.

We also have an amazing office space for those based locally, overlooking the sea and with an invigorating headland walk, access to Trevaunance cove for swimming, or grab a surfboard from the rack and squeeze in a lunchtime surf. And best of all well behaved pets are allowed in the office, and we're pleased to provide never-ending Yallah Coffee for staff!

Many of the above benefits are non-contractual, and therefore can be changed without consultation. We are committed to creating an ever more progressive and open culture, and we believe the biggest benefit of working at SAS is working somewhere that you can own your impact. We are also pleased to be able to offer a bunch of other great stuff alongside!



“

Hi, my name is Jacey and I am the Data and Insights Manager here at SAS.

I have worked for SAS for some time and have observed how the organisation has grown, and developed a great ethos on taking care of their staff and providing as much flexibility as they can and understanding.

I, myself have taken a couple of wellbeing days this year which have proved invaluable, allowing me to recharge and decompress at a time I really needed to.

“

I'm Henry, the Policy and Advocacy Manager here at

SAS leading our political, policy and research work at SAS.

I am often out and about around the country, petitioning parliament and attending events and the SAS Time off in Lieu Policy means that I can take my time back and recharge my batteries so I can continue to fight for our oceans.

“

I'm a hybrid worker, so I really enjoy the flexibility of working from home and the days in the office with the ocean view. There's a fantastic focus on employee wellbeing with flexi hours, hybrid working, wellbeing days, the addition of annual leave days with each year worked at SAS, and even a sabbatical policy that's recently been introduced.

My role feels rewarding in the sense that the skills I've been employed for are valued and trusted to deliver on the role. There's a great culture of 360 feedback being welcomed at SAS too which always makes you feel like you have a voice.

Sophie, SAS'





The ever-growing SAS community believes in staying connected with the ocean. To strengthen this bond, we live by six core values, that matter deep down, to us all.

01. COMMUNITY

We are a community of staff, volunteers, and ocean activists. We make sure we look after our community by nurturing and supporting, treating each other as humans: With compassion, kindness and care.

02. PURPOSEFUL

We're serious, experienced, rigorous, determined and dedicated. We know the impact of people power and how our actions on the ground, and at the top, make a difference.

03. OPEN

We're passionate, down to earth campaigners with a deep, unrelenting love of the ocean. We believe in building diverse, inclusive and active communities.

04. AUTHENTIC

We're human, doing our best for the ocean that we all love and rely on. When we don't get things right, we learn from it. We believe in authenticity. You can't fake trust.

05. DYNAMIC

We're active, energetic doers. From the beachfront to the frontbench, we bring people together, empowering them to get stuck in and make real change happen.

06. DARING

We're creative risk-takers, willing to disrupt the status quo and show how being different makes a difference. We have edge and energy that we put to use, pushing back against norms and pushing forward a counterview of what's possible for our planet.

TEAM CHARTER

When you start at SAS, you will be provided with our Handbook and Team Charter, which we collectively created to set out expected behaviours and ways of working; a manifestation of our values.



How to Apply

Please submit your CV and cover letter explaining how your skills and experience meet the requirements of the role to **recruitment@sas.org.uk**

You should receive an automatic email response after submitting your application. If you fail to receive this confirmation from us, please email **recruitment@sas.org.uk** or call us on 01872 553001.

Closing Date: 31 March 2024
Midnight Sunday

Interview Date: 08 April 2024
Week Commencing

We will work with you to accommodate any reasonable interview adjustments.

