

CANDIDATE INFORMATION SHEET

FUNDRAISING ADMINISTRATOR, UK



TERMS OF APPOINTMENT

This is a permanent position. The anticipated level of office attendance is four days per week, with all travel costs borne by the post-holder. You may otherwise work from home in the Northwest of the UK. This may be more frequent during the first six months of the role.

You may occasionally have the opportunity to travel overseas to visit MAG programmes.

THE BENEFITS PACKAGE

Remuneration

The starting salary will be £23,604, based on a 37.5 hour working week. MAG has a system of incremental pay increases, up to a limit, based on length of service in the role. Further information will be provided to the successful candidate.

Basic Salary	Point 1 -	£23,604 per annum
	Point 2 -	£24,192 per annum
	Point 3 -	£24,792 per annum
	Point 4 -	£25,416 per annum
	Point 5 -	£26,052 per annum
	Point 6 -	£26,700 per annum
	The starting salary will be Point 1 of the scale. Subject to satisfactory performance, progression will be automatic, with individuals receiving an increment on the 1 st of the month, following the anniversary of their appointment, until they reach point 6.	

Other Benefits



Leave: Annual Leave starts at five weeks each year and increases with service to six weeks.

We also offer paid sick leave, and the amount of the entitlement increases with service. Once you've been with MAG for two years, you're entitled to 13 weeks. MAG also has policies on compassionate leave, flexible working and family leave, including maternity, paternity, adoption and surrogacy leave.



Other benefits: MAG has a number of other benefits in place, including:

Pension: MAG has a salary sacrifice group personal pension plan in place, and matches employee's contributions up to 5%.

Ride to work bike scheme: This enables employees to buy a bike using the Government's salary sacrifice scheme - 'Cycle to Work'. You can save on the price of a bike and accessories through income tax and NI savings (another salary 'sacrifice'), up to a maximum of £1,000.

Insurance: MAG provides personal accident insurance and life assurance to all staff, as well as medical and repatriation insurance for any period spent overseas whilst working for MAG.

Professional Subscriptions: MAG will pay for the cost of your annual subscription/membership fee for one professional body in certain circumstances.

Employee Assistance Programme: MAG offers free access to Health Assured, a service providing 24/7 confidential support and expert advice on a wide range of issues.

OTHER TERMS

Working Hours: The normal working week is 37.5 hours, Monday to Friday, from 9.00am to 5.30pm with a one-hour unpaid lunch break. However, we encourage individuals to find a working pattern that provides them with the best work/life balance possible, and are open to talking about flexible working. MAG has a flexible working policy and the details of this can be provided on request.

Job Sharing: If you would like to apply as part of a job share arrangement, please note you and your job share partner will each need to submit a separate application and both applications will be assessed individually. Please include details of your proposed job share arrangement in the personal statement section of your application form.

Probation: You will be subject to a six-month probationary period.

APPOINTMENT AND BACKGROUND CHECKS

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages. MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.

You can access a copy of MAG's Background Checks Policy [here](#). You can find out more about our commitment to Safeguarding [here](#).

References: All offers of employment will be subject to the receipt of professional references which cover your last five years of employment, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications). MAG requires references from your two most recent organisations, and which cover the entirety of the last five years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

Police/Criminal Records Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment, and once every three years during employment. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

Responding to a Criminal Conviction: MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities in employment. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining employed.

Anti-Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Medical clearance: MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form.

Asylum and Immigration Act 1996: You will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.

OUR EQUITY, DIVERSITY AND INCLUSION COMMITMENT

MAG is committed to the principles of equity, diversity and inclusion. If you think you would be suited to one of our roles we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

APPLICATION AND SELECTION

Data Protection: MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. For unsuccessful candidates, all recruitment information collected during the application process will be confidentially destroyed twelve months following the end of the recruitment campaign.

Response Instructions: Application is by submission of the following documents to humanresources@maginternational.org by the closing date of **Sunday 19th January 2025**:

1. Up-to-date CV (max 3 pages),
2. Completed Candidate Profile Form,
3. Cover letter, setting out why you believe you are suitable for this position, and how you align to [MAG Values](#).

Due to the high volume of applications we receive, we are not able to respond to every application with feedback. If you have not heard back from us within 3 weeks of the application deadline, it means that your application has not been successful.

Interview Arrangements: Interviews may be held using MS Teams. Where a face-to-face interview is preferred, reasonable travel expenses will be reimbursed where agreed in advance. Please advise us of any dates that you would not be available for interview if you were shortlisted. If you have been shortlisted, you will be contacted by email to confirm interview arrangements. If you have not been contacted within three weeks of the closing date, you should assume that your application has not been successful.