Amanah Global Relief

Job Description

Ramadan Fundraising Assistant

Reporting To: Fundraising Manager

Location: East London - Hybrid

Status: Full Time – 40h per week

Salary: National Living Wage

Introduction

Amanah Global Relief is a UK-based charity committed to sustainable solutions that empower vulnerable communities. Guided by Islamic values, we focus on long-term development through education, healthcare, and economic opportunities, addressing both material needs and spiritual needs. Our aim is to tackle the root causes of poverty, promoting self-reliance, dignity, and creating a lasting impact that reflects our core principles.

Job Purpose

The Fundraising Assistant (Ramadan – Temporary) will support Amanah Global Relief's fundraising activities during the month of Ramadan. Working closely with the Fundraising Manager and wider fundraising team, the postholder will assist with community engagement, masjid collections, fundraising events, and administrative tasks to help maximise donations and strengthen relationships within local Muslim communities.

This role is ideal for someone who is enthusiastic, reliable, and motivated to serve the community during Ramadan while gaining hands-on experience in charity fundraising.

Key Responsibilities

Fundraising & Community Engagement

- Support the delivery of Ramadan fundraising activities, including masjid collections, community events, and local appeals.
- Assist with setting up, staffing, and packing down fundraising stalls and donation points.
- Help distribute appeal materials such as leaflets and posters to masjids, community venues, and local businesses.
- Represent Amanah Global Relief professionally at events, collections, and community activities.

Relationship Support

- Assist in building and maintaining positive relationships with masjids, community organisations, volunteers, and donors.
- Provide feedback from the community to the Fundraising Manager to help improve engagement and fundraising efforts.

Fundraising Administration

- Support fundraising administration tasks, including donation handling (in line with procedures), record keeping, and basic reporting.
- Assist with coordinating volunteers and ensuring activities run smoothly during busy periods.

Team & Operational Support

- Work closely with the Fundraising Manager and wider team, following guidance and agreed plans.
- Be flexible and willing to support additional fundraising or operational tasks as required during Ramadan.

The above list is not exhaustive, and the postholder may be required to carry out other duties appropriate to the role.

Person Specification

Qualifications & Experience	
Experience supporting fundraising, community work, or charity activities	Desirable
Experience during busy periods such as Ramadan or Eid Al Adha	Desirable
Islamic Studies Graduate	Desirable

Skills & Competencies	
Good time management and ability to follow instructions	Essential
Excellent communication and interpersonal skills.	Essential
Confidence engaging with members of the public	Essential
Proficiency in Microsoft Office applications.	Desirable
Experience working within Muslim charity organisations.	Desirable
Understanding of Muslim community settings and Ramadan practices	Essential
Fluency in a second language relevant to the charity's target areas (e.g. Arabic, Urdu,etc).	Desirable
Other Requirements	
Ability to travel when required.	Essential
Flexibility in work hours and at times, location of work, in order to accommodate priorities, events, functions and work activity.	Essential
Hold a valid UK driving license and have full access to your own car.	Essential

Values & Ethics

The Fundraising Assistant is expected to uphold the highest standards of integrity and professionalism and must align with Amanah Global Relief's values, including a commitment to accountability, compassion, and transparency in all activities.

To apply for this role, please email your CV and Covering Letter to vacancies@agr.org.uk Closing: 20th January 2026

PLEASE NOTE: Interviews are expected to take place on an ongoing basis until a suitable appointment is made. We therefore may close the advert sooner than the advertised date.