**JOB DESCRIPTION**

**Job Title:** Fundraising and Communications Officer

**Salary:** £22,000 - £26,000 pro rata depending on experience

**Closing Date – Tuesday 11th October**

**Interviews to take place the week of 17th October**

**Hours:** 21hours per week worked flexibly. To include weekends and evenings

**Responsible to:** Active8 Manager

**Important Functional Relationships: Internal:** Young people and their families, Manager, Staff, Trustees and Volunteers

**External:** Funders, Friends of Active8, agencies, organisations and community groups

**Location:** - Work from home / office

- Cornwall wide cover

- 1 day a fortnight minimum at nominated office in Victoria, Roche, PL26 8LG

**Main purpose of Job:**

Overall - to ensure that Active8 generates sufficient funds to achieve its aims and objectives (income budget of £179,000 in 2022/23 of which £126,000 is secured).

To identify, research and apply for funding, as well as build and maintain excellent relationships with past and potential funders.

To build relationships and secure support from a range of other groups and organisations including businesses and community groups including other charities.

Promotion of Active8 and its work through local and national publicity in various ways including social media.

Support members, their families and the public to run fundraising events for Active8, as well as planning and running Active8 family fun days.

**Main Duties and Responsibilities:**

|  |  |
| --- | --- |
|  |  |
| 1. | Core duties include   1. To develop a comprehensive income generation plan and secure sufficient funds within five distinctive areas: community fundraising, grants and trusts, corporate fundraising, individual/legacy giving and events. This will include supporting all aspects of community events, promoting online giving, writing grant applications/proposals, maximising Gift Aid, liaising with local businesses. 2. Ensuring that all fundraising activities and data is stored in a way that is legal, data protection compliant and complies with fundraising regulations. 3. To research and identify funding opportunities. 4. To write clear and compelling funding proposals and follow-up reports, liaising with the programme staff to ensure that the work is represented accurately. 5. To be responsible for all aspects of donor relationships: initial contact, presenting proposals, registering funds received, thanking donors and donor reporting. |
| 2. | Produce and work to an income and budget. Timely recording, banking and processing and accurate coding of income. Monitoring expenditure and working with manager and treasurer to ensure that the charities funding needs are met. Ensuring the supporter database is kept up to date.  Ensure Gift Aid opportunities are maximised and that claims are prepared and submitted in a timely manner. |
| 3.  4. | Establish and support a Friends of Active8 volunteer network to organise community fundraising.  Recruit, induct, support and manage volunteers involved in fundraising. |
|  |  |
| 5. | Ensure appropriate internal and external communication is undertaken. |
| 6. | Produce communications materials/copy for the organisation including social media posts, leaflets, reports, newsletters, posters and others as required. Monitor other publicity about the charity, encouraging others to promote Active8. |
| 7. | Be aware of and adhere to all Active8’s values, policy and procedures. |
| 8. | Maintain confidentiality of information acquired while undertaking duties for Active8. |
| 9.  10. | Be responsible for your own continuing development.  Undertake other duties appropriate to the post as required. |

**Person Specification Fundraising Co-ordinator**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How**  **Measured** |
| 1 *Qualifications* | Willingness to develop professional competencies | Educated to degree level or demonstrate equivalent experience  Appropriate qualification or be working towards a relevant qualification.  Hold a current driving licence and have access to a vehicle | Application  Interview |
| 2 *Experience* | Proven track record of meeting fundraising targets through diverse fundraising approaches.  Experience in writing successful grant proposals for trusts and for statutory bodies.  Experience in developing a fundraising plan for an organisation  Experience of using social media in a workplace setting to include the promotion of a brand | Experience in one or more of the following:-   * organising small and large scale fundraising events. * fundraising for youth or disability charities * recruiting, training and supporting volunteers * experience writing reports for a wide range of audiences * Conducting risk assessments for events   Sound financial management and budgeting skills | Application  Interview  References |
| 3 *Skills, Knowledge & Attitudes* | Sound understanding of funding opportunities available to small charities  Computer skills including use of excel spreadsheets and social media  Understanding of how Gift Aid works  Outstanding relationship building and communication skills (oral and written)  Ability to prioritise workload  Ability to meet deadlines and targets  Highly organised  Able to work independently  Positive attitude  Self management. Able to demonstrate personal and professional effectiveness in all areas of work. Plan and prioritise your own workload.  Understanding of safeguarding of young people  Ability to develop an understanding of the issues young people may live with because of their impairment / disability. | An understanding of how the fundraising regulations work  Identifying and securing resources for youth work  Accrediting young people’s learning and experience  Developing relationships with other organisations and individuals and understanding the importance of interagency work  Building and maintaining partnership work including complex relationships  Develop, deliver and monitor online social networking  Ability to recruit and supervise volunteers  Understanding of youth work | Application  Interview |
| 4 *Personal Qualities* | Reliable  Ability to see the person first and take account of needs created by people’s impairment  Ability to contribute to a creative and dynamic team.  Commitment to personal development and reflective practice.  Ability to work flexibly to meet the demands of the service  Ability to manage pressured, complex and demanding situations |  | Interview & References |