

CARER SUPPORT WILTSHIRE

**Job Description**

**Job Title** Community Fundraising Officer

**Accountable to** Partnerships and Development Manager

**Responsible for** Volunteers working on Community Fundraising and events, no paid staff.

**Geographical Area** Wiltshire: flexible home / office base, with a minimum 2 days per week at eitherSemington Carers Centre or Salisbury Carers Centre

**Hours of Work** 37 hours per week Monday to Friday plus occasional weekend/evening working

**Grade** £22,911 - £25,292

**Contract** Permanent

**Purpose of the Post**

The Community Fundraising Officer will be a member of a dynamic team of committed and passionate individuals working together to raise the profile of carers and support the work of Carer Support Wiltshire.

The main purpose of this role is to raise funds from local organisations and donors to support Carer Support Wiltshire’s projects. This is an outward facing role which will include networking, making funding applications, organising events and fundraising appeals.

Reporting to the Partnerships and Development Manager, the Community Fundraiser will work along-side the Trust Fundraising Officer, the Business Officer, and the Communications and Digital team.

**Key skills:**

* Relationship building and networking
* Event organising
* Writing persuasive applications
* Promoting local initiatives on social media
* Managing fundraising volunteers

**Key duties and responsibilities:**

1. Organise and deliver fundraising events across Wiltshire as required . This may involve some weekend and evening work.
2. Make applications for local funding from businesses, community groups and local government bodies
3. Identify and follow up opportunities to secure non-cash or in-kind support, e.g. volunteering, pro bono support, donations of equipment.
4. Motivate, train and support volunteer fundraisers
5. Develop and nurture relationships with potential funders and fundraisers e.g. local trusts, businesses, community groups and schools
6. Work closely with Community Connectors to identify fundraising opportunities and build relationships with key stakeholders
7. Provide advice and support to colleagues in the region who are engaged in raising funds
8. Act as an ambassador for fundraising in the region and build awareness of the benefits of fundraising for Carer Support Wiltshire and the people we help
9. Ensure the health and safety of participants and volunteers at Carer Support Wiltshire fundraising events and activities
10. Respond effectively with relevant correspondence via post, email, website, or social media as well as telephone enquiries
11. Contribute to social media activity and provide relevant updates for the fundraising section of the organisation’s website
12. Keep up to date with developments in fundraising in general andcommunity fundraising in particular and assist with the development of the department’s fundraising strategy
13. Monitor and update fundraising databases as required
14. Contribute to administration of fundraising activities
15. Other relevant duties as delegated by line manager
16. Manage volunteers assisting with research and application writing

**Additional Occasional Responsibilities**

As a member of a small team, the post holder will be expected as necessary to support colleagues by:

* Actively contributing and participating in events and representing Carer Support Wiltshire in a positive manner and to raise awareness of carers’ needs

**Outputs**

1. Deliver local fundraising events
2. Develop motivated volunteer fundraising team
3. Maintain up to date database of funding sources
4. Write and submit applications for local funding
5. Produce funding reports

**Specification**

**Essential Experience**

* Voluntary sector experience with demonstrable success of in community fundraising or event organising
* Proven track record of successful funding applications
* Excellent written and verbal communication skills
* Strong networking and relationship building skills
* Proven ability to form good working relations, both internally and externally with people at all levels
* Ability to work on own initiative and to meet objectives and tight deadlines under pressure
* Experience working with volunteers
* Computer literate - word processing and excel essential

**Non-Essential Experience**

* Experience of preparing, manipulating and presenting budgets
* Experience of working with a CRM

**General Requirements**

The post holder will be expected to:

1. Possess the essential skills as detailed in the person specification
2. Adhere to and uphold Carer Support Wiltshire’s mission, vision, values, strategic aims and policies
3. Act with integrity and maintain the highest professional standards at all times
4. Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information
5. Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and as a provider of services to carers
6. To work collaboratively as a member of a small team including volunteers and to attend and actively contribute to team meetings
7. Actively identify own training needs and personal development, and to participate in training sessions when required
8. A flexible approach is required for this role and you may be asked to undertake other duties from time to time as determined by your line manager and in keeping with the purpose of the post and after consultation with the post holder

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly including at annual appraisals and may be changed in the light of the needs of the organisation and following consultation with the post-holder.

**Employee signature: Date:**

**Senior manager: Date:**

*Important: A person specification is an accepted method of identifying who, from a range of candidates for a post, most closely matches the needs of the organisation and the tasks outlined in the job description. It will be used at both short-listing and interview stages. The person specification is issued with the job description so that the applicants can make judgements themselves about their ability to do the job. When completing the application form please mention your abilities for each section of the person specification, failure to do so may affect your short-listing score.*

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|  |  | **Essential** | **Desirable** |
| **Qualifications** | A good standard of education, 5 GCSE grades C+ above  | Yes |  |
| Professional Qualification |  | Yes |
| **Experience** | Voluntary sector experience with demonstrable success of in community fundraising or event organising | Yes |  |
| Proven track record of successful funding applications | Yes |  |
| Excellent written and verbal communication skills | Yes |  |
| Strong networking and relationship building skills | Yes |  |
| Proven ability to form good working relations, both internally and externally with people at all levels | Yes |  |
| Ability to work on own initiative and to meet objectives and tight deadlines under pressure | Yes |  |
| Experience working with volunteers | Yes |  |
| Computer literate - word processing and excel essential | Yes |  |
| Experience of preparing, manipulating and presenting budgets |  | Yes |
| Experience of working with a CRM |  | Yes |
| Extremely well organised and able to work around problems | Yes |  |
| Ability to meet deadlines | Yes |  |
| Working in a busy office environment | Yes |  |
| Ability to prioritise work and deal with competing demands | Yes |  |
| Ability to work flexibly as part of a team  | Yes |  |
| Ability to work independently | Yes |  |
| Ability to work effectively and efficiently under pressure | Yes |  |
| Dealing with confidential issues | Yes |  |
| Ability to maintain professional boundaries | Yes |  |
| Working in and with multi disciplinary teams |  | Yes |
| **Interpersonal****Skills** | Excellent listening skills | Yes |  |
| Excellent verbal communication skills | Yes |  |
| Excellent written communication skills | Yes |  |
| **Technical Skills** | Computer literate – working knowledge of Office with strong Word and Excel skills | Yes |  |
| Event planning and risk assessment |  | Yes |
| Social media skills on Facebook and Twitter | Yes |  |
| Familiarity with a CRM |  | Yes |
| **Qualities** | Commitment to high quality Carer focused services | Yes |  |
| Commitment to equality of opportunity | Yes |  |
| Organised approach to work | Yes |  |
| Attention to detail | Yes |  |
| Enthusiasm and good sense of humour | Yes |  |
| Able and willing to work flexibly | Yes |  |