

CARER SUPPORT WILTSHIRE

Job Description

Job title:	Community Fundraiser
Accountable to:	Head of Fundraising and Partnerships
Responsible for:	None
Working arrangements:	Hybrid/flexible working with an expectation to travel and attend team meetings in our Semington office in Wiltshire.
Geographical area:	Offices in Ferndown, Dorset or Semington, Wiltshire
Hours of work:	37 hours per week; part-time considered; some evening and weekend work
Pay scale:	£ 26, 710
Contract:	Permanent after satisfactory probationary period of 6 months
Annual leave:	28 days' annual leave plus bank holidays

About Carer Support Wiltshire

Carer Support Wiltshire is a registered charity (Charity no: 1092762) that supports all unpaid carers, from five years upwards, in Wiltshire and Dorset. Our aim is to create a society which understands and supports unpaid carers. We operate in Dorset under the name Carer Support Dorset.

We help carers to access services, information, education and training, respite, and breaks from their caring role. We ensure they have a voice that is heard and work with health and social care professionals and employers to raise carer awareness and develop best practice.

We work towards a future where:

- Unpaid carers have better health and well-being.
- Unpaid carers can make choices about their caring role and access the right support and services for the person they care for.
- Unpaid carers needs, their voices and the contribution they make to society are recognised and valued.

Carer Support Wiltshire's Strategy & Vision

Vision: A society which understands and support unpaid carers.

Mission:

Improving life for all unpaid carers by:

- Listening to and meeting their needs;
- Providing information to give them choices;
- Giving them a voice;
- Influencing and raising awareness of unpaid caring.

Our Values: we are carer-focused, creative, have integrity, we collaborate, and we empower.

The role

A vacancy has arisen for an enthusiastic Fundraiser focusing on community fundraising to join our friendly fundraising and engagement Team. Reporting to the Head of Fundraising and Development, the successful candidate will enjoy a varied and rewarding role within a dynamic and forward-thinking team. Flexible working arrangements can be offered to the right candidate. Please note that there is some requirement to work outside of office hours including weekends to support at organisational events and activities, for which toil will be given. No direct fundraising experience is required; however, candidates must be able to demonstrate the ability to engage within the community and possess a good standard of written English.

Main areas of responsibility

The key focus of the role will be:

- Implementing the community fundraising strategy for Carer Support Wiltshire and Dorset in line with the fundraising strategy and organisational need.
- Developing relationships with key stakeholders within the community including local corporates, town councils and individuals.
- Managing online giving platforms and the organisational lottery and individual giving platforms.
- Managing and maintaining a fundraising resource and ensuring fundraising literature is up to date
- Attending events and community activities

Responsibilities:

- Research and manage a pipeline of opportunities for our current supporters, community groups, and enthuse them to fundraise for Carer Support Wiltshire in Wiltshire and Dorset
- Engage community supporters through face-to-face meetings, presentations, and phone calls to inspire them to participate in fundraising activities
- Provide support, advice, and resources to community supporters to ensure that they have the resources to maximise their fundraising for Carer Support Wiltshire in Wiltshire and Dorset
- Deliver presentations, attend meetings and events as part of the relationship management programme
- Communicate impact, share approved case studies, updates and engage supporters in activities to strengthen their relationship with Carer Support Wiltshire in Wiltshire and Dorset
- Contribute to the fundraising team's effective and excellent stewardship of donors
- Deliver timely and personalised thank you letters for all donations received from community donors

- Deliver effective and timely pre- and post-engagement communications
- Plan and deliver appropriate supporter journeys to steward supporters to increase their lifetime value, through superior supporter care that exceeds the expectations of the supporter
- Identify and establish new relationships by researching and capitalising on donor networks
- Engage with and reporting regularly to supporters
- Play an active role in the organisation and participate in organisational events and activities as required.
- Ensure that all fundraising activities comply with current and relevant legislation and follow the best practice principles set out in the Institute of Fundraising Codes of Practice.
- Undertake personal skills development through review and appraisal, attending relevant training courses and keeping informed of developments and trends in fundraising.

General:

- Work with the Fundraising Manager to develop and agree annual income targets and expenditure budgets.
- Keep abreast of relevant issues and key changes in fundraising by studying the literature and attending appropriate training courses.
- Maintain an awareness of national developments in fundraising and the wider voluntary sector.
- Ensure that all fundraising activities are carried out in a manner which meets the Charity Commission and Institute of Fundraising requirements. Compliant with all relevant legislation and guidelines and the values of Carer Support Wiltshire.
- Ensure the service is offered and carried out in a manner regardless of ethnicity, gender, social class, ability, religious affiliation and sexual orientation of the service users or other Carer Support Wiltshire employees.
- Have the ability to work occasional evening and weekends as and when required as well as the ability to travel.

The above list of responsibilities is not exhaustive and may change to meet the needs of the organisation. The post holder may also be required to carry out such other duties as may be required from time to time which are broadly consistent with the status of the post within the organisation.

Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role.

Attributes	Essential / desirable	Measurement
Education and Training		
A good level of written English	E	Application
A Fundraising or Marketing qualification	D	Application
Skills		

Experience of working with a wide variety of stakeholders	E	Application / Interview
Experience of managing budgets and achievement of income targets.	D	Application / Interview
Proven confident communicator with a diverse range of people, including those at a senior level within organisations.	E	Application / Interview
Ability to write compelling cases of support	E	Application / Interview
Sound understanding of monitoring, evaluating, and reporting requirements.	D	Application / Interview
Skills and Abilities		
Excellent interpersonal, networking and relationship building skills.	E	Application / Interview
Ability to prioritise demanding workloads and work under pressure to meet strict deadlines	E	Application / Interview
Ability to demonstrate a collaborative approach and promote partnership working across different departments internally.	E	Application / Interview
Attributes		
Team Player	E	Interview
Friendly open Manner	E	Interview
Ability to work independently and use own initiative	E	Application / Interview
General		
Able to travel throughout Wiltshire and Dorset and work irregular hours, when necessary	E	Application
Able to travel to and attend events to represent Carer Support Wiltshire	E	Application

Competency Profile:

	Competent	Skilled	Advanced	Expert
Personal Effectiveness		x		
Planning and decision making			x	
Communications and influencing				x
Building Relationships				x
Developing yourself and others		x		
Innovation		x		
Specialist Knowledge			x	

Note:

If you have a disability which means you are unable to meet some of the job requirements, specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be short-listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.