**JOB DESCRIPTION**

**Title**: Community Fundraiser **Salary**: Band 3: £18,962 – £25,100

**Reports to:** Events & Fundraising Manager **Hours of Work**: 22.5 hours per week

**Based at:** Inspire Suffolk, Lindbergh Road, Ipswich, IP3 9QX

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**Key objectives of role**:

1. To lead the Charity’s fundraising and events to meet the Charity’s fundraising target for the year.
2. To be the first point of contact for all events and fundraising enquiries.
3. To maximise income generation by developing and maintaining relationships with local community, groups and schools through events and fundraising in both Ipswich and Lowestoft.
4. To take personal responsibility for the understanding and application of the Inspire Suffolk Values.

**Main responsibilities:**

1. Develop an annual plan to maximise income from community fundraising to achieve agreed annual targets;
2. Build a network of community support in and around the Lowestoft area;
3. Actively build and maintain internal and external relationships with community groups to build relationships and gain their interest and support in all of the areas we work;
4. Identify ways to recruit and engage with volunteer community fundraisers including providing support, training and motivation to help ensure their fundraising is successful;
5. Ensure that all community fundraisers receive an excellent standard of customer care and feel that their contribution is recognised, valued and actively acknowledged to encourage and develop long term relationships;
6. Attend meetings, presentations and events as required;
7. Ensure that all fundraising and events are organised to a high standard and that accurate income and expenditure records for each event are kept within agreed budget;
8. Work with the marketing team to develop fundraising materials suitable for the different target groups and ensure community events and activities are recognised on all media platforms;
9. Ensure the ‘Views’ database is kept up to date with all events and fundraising contacts;
10. To take personal responsibility for own Health, Safety, Welfare and safeguarding of that of colleagues in the workplace.

**Person-profile:**

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| **Selection Criteria:**  A = Application Form I = Interview D = Desktop or other practical exercises | Essential or  Desirable | Assessment Method  (A, I, D) |
| **Experience:** | | |
| * Experience of organising and managing events. | **E** | **A, I, D** |
| * Experience of internal and external communications. | **E** | **A, I** |
| * High level planning skills to ensure milestones and deadlines are met. | **E** | **A, I** |
| * Experience of delivering presentations. | **E** | **A, I, D** |
| * Experience of working to a budget; | **E** | **A, I** |
| * Experience of using computer systems and equipment. Including but not exclusively word, excel, powerpoint. | **E** | **A, I** |
| * Experience of working with colleagues at all levels within an organisation both internally and externally. | **E** | **A, I, D** |
| * Ability to establish and maintain good working relationships with a wide range of people. | **E** | **A,I,D** |
| **Qualifications:** | | |
| * Enhanced DBS Certificate (this is essential as part of the role and can be undertaken if the postholder does not already have a DBS Certificate). | **E** | **A, I** |
| * Clean Driving Licence | **E** | **A, I** |
| **Skills:** | | |
| * Excellent written and verbal English communication skills. | **E** | **A, I, D** |
| * Excellent presentation skills. | **E** | **A, I, D** |
| * Excellent organisational and interpersonal skills. | **E** | **A, I, D** |
| * Ability to work as part of a team. | **E** | **A, I** |
| * Ability to work to deadlines and agreed timescales. | **E** | **A, I** |
| * A willingness to work outside normal office hours if and when required. | **E** | **A, I** |
| * To be enthusiastic, committed, and having a proactive approach to work. | **E** | **A,I** |
| * Ability to respond positively and flexibly to changing requirements however these may be caused. | **E** | **A,I** |