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| **Job Title** | **Community Fundraising Officer** |
| **Reports to** | Head of Fundraising |
| **Business Function** | Fundraising |
| **Business Operation** | Thomley (Registered as Thomley Hall Centre) |
| **Location** | Worminghall |
| **Number of direct reports** | None |
| **Hours of Work** | 32 |
| **Salary** | £20,000 per annum |
| **Contract** | Permanent |

**Purpose of the Centre**

Thomley is a recreational and informal educational facility for disabled children, young people and adults, their families, carers, friends, schools and groups. Its main purpose is to:

* Build self-esteem, happiness and quality of life of disabled children, siblings and friends by offering fun, healthy and purposeful activities enabling them to play, learn and socialise together
* Empower disabled teenagers and adults to achieve personal aspirations by building their confidence to develop skills towards independent living, to participate in appropriate social and recreational activities and to develop vocational prospects.
* Offer a place where the whole family can spend quality time together, enabling parents and carers of disabled children to meet, widen support networks, access information and lower stress levels.
* Make the lives of disabled people easier by raising awareness of disability within the community, promoting understanding of the issues they face along with practical measures for inclusion.
* Thomley is committed to Safeguarding Children & Vulnerable Adults

**Purpose of the role**

* Maintain and substantially grow the community fundraising support for Thomley
* Recruit and manage volunteers and supporters that arise out of the community fundraising activities
* Facilitate the running of community focused fundraising events held at Thomley or offsite
* Lead on the administrative duties required for the fundraising team

**Duties and Responsibilities**

* Alongside the Head of Fundraising, develop and then deliver Thomley’s community fundraising strategy
* Build and maintain relationships with local community groups, businesses, clubs and associations, and giving talks where possible to encourage their support of Thomley
* Organise community fundraising events utilising Thomley’s facilities
* Develop new opportunities for communities to fundraise on Thomley’s behalf
* Build relationships with the local media including press, radio and digital, to gain coverage for Thomley
* Work alongside Thomley’s external marketing contractor to ensure social media is utilised to promote all of the fundraising teams work
* Work alongside Thomley’s external marketing contractor to produce a fundraising newsletter twice a year
* Promote Thomley fundraising activities to new supporters including workplaces, schools / universities and clubs / associations
* Create and deliver an annual volunteer recruitment plan to grow numbers of volunteers in dedicated roles
* Induct, train and manage volunteers
* Support volunteers with their fundraising events and activities
* Represent the charity confidently in a range of formal and informal settings
* Proactively use the fundraising database to develop and manage supporter relations
* Lead on administrative duties as required for the fundraising team. This will include accurate record keeping on Thomley’s CRM package, producing newsletters, fliers, press releases, appeals administration, and corresponding with donors and supporters of Thomley
* Work with the Finance Manager to administer all gift aid claims from donations.
* Ensure that all relevant data protection permissions are up to date and accurate
* Develop Thomley’s use of collection tins in local businesses to maximise income potential

**General**

* Adhere to all Thomley policies and procedures at all times
* Adhere to all health and safety requirements
* Uphold ethical and professional standards and not behave in a manner that is likely to bring the charity into disrepute
* Promote and sustain a responsible attitude towards equal opportunities and diversity within the charity
* Any other duties that are required by the CEO or Head of Fundraising as required

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| **Community Fundraising Officer - Person Specification** | |
| **Skills and Abilities** | **Knowledge** |
| **Essential**   * Able to build and maintain good working relationships with people * Excellent communication and presentation skills using a range of methods * Able to work to targets, plans and budgets * Able to prioritise, plan and organise own workload * Excellent interpersonal and networking skills * Good IT skills which must include use of all Microsoft Office software   **Desirable**   * Able to plan and organise activities and campaigns, including marketing/PR * Sound information gathering and analytical skills * Managing customer relationship management (CRM) database | **Essential**   * In-depth knowledge of fundraising principles, methods and procedures * Awareness of how to motivate and support volunteers, supporters etc * Knowledge of fundraising operational procedures (e.g. health and safety, financial, volunteer etc.) * Knowledge of how to use media to promote fundraising   **Desirable**   * Understanding of strategic planning |

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| **Community Fundraising Officer - Person Specification** | |
| **Experience** | **Other** |
| **Essential**   * Worked in a fundraising environment for a minimum of 2 years * Experience of successful delivery of fundraising targets * Experience of recruiting and managing volunteers and fundraising groups * Coordinated fundraising events * Raised funds in a community setting in a paid or voluntary basis * Provided fundraising ideas and advice to supporters * Produced fundraising marketing material aimed at different audiences * Worked as part of a small team * Has engaged with different audiences in fundraising activity e.g. workplace, schools, community groups * Worked with local press/media and has done press releases, photo ops etc   **Desirable**   * Has successfully managed an income and expenditure budget * Experience in research to support fundraising activities * Experience of co-ordinating collections | **Essential**   * Car owner/driver with full UK driving license * Able to work frequent evenings and weekends as required by the Head of Fundraising * Clear DBS check |