



Job Title	Community Fundraiser
Reports to	Chief Executive
Business Function	Community Fundraising
Business Operation	Thomley
Location	Worminghall
Number of direct reports	None
Hours of Work	40 hours per week
Contract	Fixed Term (potential to be extended)

### Purpose of Thomley:

- Provision of facilities and support services for disabled people of any age and impairment with the object of improving their conditions of life;
- Protecting the health of those caring for people with physical, learning or sensory impairments through advice and short break support; and
- Developing awareness and understanding of disability amongst non-disabled peers and the wider community.

### What we do

- Disabled people don't have the same opportunities as their non-disabled peers to engage in activities that help them develop life skills. They miss essential experiences their non-disabled peers may take for granted. Thomley has the skills, experience and expertise to provide a wide range of physical and creative activities to address this imbalance. Each day is structured around specific groups and themes, where we offer specialised programmes for pre-school children, teenagers, adults, families, schools, respite groups and the wider community.
- Thomley is committed to a policy of equal opportunities. A copy of our policy is available on request.

### Purpose of the role

- Delivery of our Community Fundraising targets for income and impact.
- Enhancement of our reputation in a way which encourages public trust and confidence.

## **The essence of the Community Fundraising role**

### **Fundraising**

- Work collaboratively with the Thomley Team to deliver our targets for income and impact.
- Fundraise in a way which enhances our reputation and encourages public trust and confidence.
- At national, regional and local levels understand the market place in relation to income generation.
- Develop, grow and sustain funder and supporter relationships.
- Act as the focal point for all activities.
- Deliver on-the-day support for event participants.
- Recruit and manage volunteers.
- Be a fundraising ambassador for Thomley with funders, partners and agencies.

### **Supporter care and relationship management**

- Act as the key point contact and support for funders and supporters.
- Deliver excellent funder and supporter care.

### **Marketing**

- Maximise the opportunities to generate income and raise awareness.
- Ensure that all marketing communications are impactful, compliant with relevant legislation our brand guidelines, policies and guidelines.

### **Compliance**

- Ensure all activities comply with the relevant legislation and guidelines, specifically Charity Commission's "Code of Fundraising Practice".

### **Administration and Reporting**

- Manage day-to-day administration and reporting.

## **Person Specification: Technical Skills and Experience**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Working in a team.</li><li>• Engagement with the public.</li><li>• Community Fundraising.</li><li>• Income/profit generation.</li><li>• Financial management.</li><li>• Performance reporting.</li><li>• Competent and professional verbal, written and marketing communication.</li><li>• Social media platforms.</li><li>• Workload management.</li><li>• Project Planning.</li><li>• ICT specifically Microsoft Office and CRM platforms.</li><li>• Clear DBS check prior to commencement.</li></ul>	<ul style="list-style-type: none"><li>• Previous involvement in working with disabled people and an understanding of their needs.</li><li>• Experience of a sales environment.</li><li>• Marketing.</li><li>• Events and activity management.</li></ul>

## Outline Terms and Conditions

### **Terms:**

- Hours: This is a fixed-term, full-time role for 40 hours per week for an initial period of 12-months. Before conclusion a review of the role will be conducted to assess whether there is potential for the fixed term contract to be extended.
- Probationary period: 6 months.
- Salary: Up to £25,000 (dependent on experience).
- Performance Related Pay may be payable.
- Holidays: 33 days including Bank Holidays
- Pension:  
If you are an eligible worker you will be auto enrolled into the NEST pension scheme. Details of this scheme will be sent upon commencement of employment.  
If you are not an eligible worker you are still entitled to join the scheme, details are available on request.

### **Other:**

- Support for other business areas by attending events, exhibitions etc. as necessary.
- Travel throughout the UK and to work varying hours including evenings and weekends as necessary.
- Other duties as may be reasonably required by line manager on either a short or long term basis.
- Requirement for a clear enhanced DBS check and checks on previous employment prior to commencement.
- Requirement for a declaration of suitability, including disclosure of information regarding matters which may affect suitability for the role. This is separate from the requirement for a clear enhanced DBS check to be in place prior to commencement.
- Comply with the relevant legislation and guidelines. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.

### **Application:**

- To apply, please send a CV (including current salary level) and a supporting statement of no more than two A4 pages (Font 11pt Verdana) explaining your interest in this role and how you are able to demonstrate the criteria in the **"person specification"** above.
- Please also give details of two referees who we will contact once a formal conditional offer of employment has been made.
- Please complete the equal opportunities monitoring form.
- Applications should be submitted by 9am on Monday 06th January 2020 to [ewanshinton@thomley.org.uk](mailto:ewanshinton@thomley.org.uk)
- Interviews will be held on 20<sup>th</sup> January 2020.
- For an informal discussion about the role, please contact Ewan Shinton at [ewanshinton@thomley.org.uk](mailto:ewanshinton@thomley.org.uk)
- Any personal data will be processed and retained in accordance with Thomley's Data Protection policy.
- For more information about Thomley please visit our website: <https://thomley.org.uk/>
- Thank you for interest in working with Thomley, we look forward to receiving your application.