

Brighton Unemployed Centre Families Project

JOB DESCRIPTION – Fundraiser

- Terms & Conditions:** Hours: 25 hours per week
Salary: SO1 £24,646 pro rata
Holiday: Five weeks plus bank holidays pro rata
- Accountable to:** Project Worker's Group and the Board of Trustees
- Outline:** To raise funds for BUCFP.

MAIN TASKS

- To have overall responsibility for all aspects of fundraising
- To research and develop new funding streams to enable the Centre to maintain the current programme of services and activities and to be able to meet future growth and development
- To co-ordinate the business planning of the charity with the Project Workers and the Trustees
- To implement and develop the Centre's fundraising strategy in line with the Development Plan
- To fundraise from a variety of funding sources including Trusts, Statutory Funding, events and donors
- To liaise with and support Trustees and Workers to ensure the smooth running of the fundraising programme
- To work with Project Workers to develop bids including budgets
- To produce reports as appropriate for the internal organisation
- To co-ordinate with workers and put systems in place to ensure that funders' monitoring requirements are met
- To support Project Workers to undertake effective evaluation work including the Annual Survey
- To work with Trustees, Workers and volunteers to prepare the Annual Report
- To be an active member of the Project Workers' Group and the Planning Action Group and to share with other members of the PWG the responsibility of the operational running of the Centre
- To promote and publicise the Centre's work in collaboration with other workers
- To undertake such other duties appropriate to the grade and character of the post as may reasonably be required

Day Co-ordination:

All members of the PWG are required to regularly participate in Day Co-ordination and where appropriate to be Week Co-ordinator at the Centre

To undertake all of the above with reference to the Centre's Equal Opportunities Policy, Health & Safety and Safe Centre Policy.

PERSON SPECIFICATION

Required Skills/Experience

1. Excellent verbal, written and presentation skills.
2. At least 2 years' experience of successful fundraising for a similar or relevant organisation.
3. Experience of securing significant funding through diverse methods of fundraising.
4. Awareness of the legislation and regulations relevant to fundraising.
5. Proven ability to use a variety of research methods to identify potential funding sources.
6. Ability to work unsupervised and on own initiative and also within a team.
7. Ability to prioritise a workload, to work under pressure and to a deadline.
8. Ability to communicate effectively with funders at all levels.
9. Able to demonstrate computer literacy (Word, Excel or equivalent and the internet).
10. An ability to demonstrate an understanding of the needs of vulnerable people.
11. Evidence of commitment to Equal Opportunities.
12. Knowledge and experience of working in the voluntary sector.

Desired Skills/Experience

1. Experience of working in mixed teams of paid and unpaid workers.
2. Membership of the Institute of Fundraising.
3. A commitment to the ethos of BUCFP and knowledge of the problems facing unemployed people in the current financial environment.