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**Job Description**

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| **Job Title** | **Community Fundraising Officer** |
| **Salary** | £13.79 per hr. (£26531.96 per annum, £10756.20 per annum pro rata) |
| **Hours of work** | 15 hours |
| **Working pattern** | Negotiable across Monday to Friday |
| **Place of work** | The Sycamores, Mount Pleasant Road, Exeter, EX4 7AE |
| **Annual leave** | 6 weeks including Bank Holidays on a pro rata basis. |
| **Status** | Initial 1 year term contract |
| **Benefits** | * Company pension * Free on-site parking * Blue Light Card |
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| **Job Purpose** | |
| To work within the fundraising strategy for the charity, focussing on community giving/donations | |
| **Responsible to** | |
| Senior Manager – Enabling and Marketing Manager | |
| **Contacts** | |
| The post holder will need to work closely with key staff within the organisation, including the Senior Management team, trustees, staff, volunteers and service users, and with external stakeholders, including the local authority, NHS, Age UK, and a range of other funding bodies, churches, schools. | |
| **Key Responsibilities – Communications** | |
| * Contact and visit local business and groups to promote ways to support Age UK Exeter * Give talks to local groups, in schools and businesses about the work of Age UK Exeter * Liaise with supporters who are fundraising to ensure they have everything they need and attend events to support where appropriate including cheque presentations. * Contact supporters who set up a Just Giving page to provide support for their fundraising. * Work with the Senior Manager Enabling and Marketing to manage external requests for publicity for fundraising events and activities that are being undertaken on behalf of Age UK Exeter | |
| **Key Responsibilities – Fundraising** | |
| * Grow income from Community Fundraising through phoning and visiting local businesses and groups, supporting existing supporters and promoting new fundraising initiatives, and support Senior Manager Enabling and Marketing with 4 high level events * Manage and grow income from collection pots and through promotion of these in the community, changing collection pots on a regular basis. * Research, plan and implement new fundraising initiatives. * Support our supporters and generate publicity for their activities. * Work with CEO in approaching local businesses about staff fundraising, with our CEO * Manage Just Giving and other on-line giving sites for community events * Working with our Volunteer Officer, co-ordinate volunteer support for community events where this is required. * Support compiling and circulating a list of community fundraising events on a regular basis. * Work with the senior management team to secure Gifts in Kind/Legacies * Foster new relationships and maintain existing relationships with community donors to encourage regular/long-term giving. | |
| **Key Responsibilities – Communications, Marketing, Income Generation and Fundraising Strategies** | |
| * Support the CEO and Senior Manager Enabling and Marketing in working within these strategies * Develop long term relationships with supporters * Working with Governance Lead and Senior Management to ensure all community fundraising policies and procedures are up to date and in line with current legislation and the Fundraising Code of Conduct. * Establish good processes and measures to ensure that our activities deliver against objectives and conform to the highest standards of regulations and procedures. * Invest in new ideas and innovation, continually scanning the external environment. | |
| **Key Responsibilities - Financial** | |
| * Working with Finance team, ensure all supporters are thanked in an appropriate and timely manner and their donations are administered in line with fundraising procedures. * Handle general telephone and personal enquiries regarding donations or other fundraising ideas | |
| **General Responsibilities** | |
| * All members of staff carry a responsibility for safeguarding reporting. * Provide line management for any volunteers and media & marketing support staff, or future staff working within the department. * To ensure that all administration protocols and procedures are efficiently undertaken. * To attend supervision sessions & other meetings as required by the Senior Manager Enabling and Marketing * Maintain a commitment to professional development through a combination of both formal and informal methods, including attendance at mandatory training and meetings as directed. * Uphold the highest standards of personal conduct in all matters relating to the role, working within all policies and procedures of AUK Exeter | |

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| **Other Duties** |
| This job description is intended as a guide to the general duties required of the post. The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation. |
| **Disclosure and Barring Service (DBS)** |
| This post is subject to a satisfactory Disclosure and Barring Service check. Our administration team will contact you with our Criminal Record Declaration Form, which can be confidentially returned to our HR and Finance Manager. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process.    A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment or disciplinary action. |
| **Equal Opportunities** |
| All employees have a responsibility to understand and abide by the obligations laid down in the organisation’s equal opportunities policies. |
| **Health and Safety** |
| All employees have responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times. |
| **Confidentiality** |
| All employees are expected to respect confidentiality in relation to Age UK Exeter business, client and service user data. |

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| **How to Apply** | Please submit your CV and a covering letter detailing your relevant skills, experience, and qualities and why you would be a suitable candidate for the role, based on the Person Specification below.  For an informal discussion about the role, please contact Karen Brooks on 01392 202092.  *(Please note, applications submitted without a covering letter will not be considered)* |
| **Closing Date** | 5pm Friday 16th May 2025 |
| **Interview Date** | Thursday 22nd May 2025 |

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**Person Specification**

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| **Essential Criteria** |
| * A commitment to the aims and objectives of AUKE. * Excellent verbal, written and interpersonal communication skills. * The ability to develop and deliver against strategic objectives. * Demonstrable, relevant experience in building and maintaining stakeholder relationships. * The ability to communicate impacts to a variety of audiences. * Good working knowledge of the Microsoft Office/365 software suite. * Excellent administration and organisational skills. * Excellent numeric skills. * The ability to use initiative and work independently, but also to work effectively as part of a team. * A positive and constructive approach to problem-solving. * Excellent presentation skills and the ability to represent AUKE externally. * Commitment to promoting and supporting equality, diversity and inclusion. * Understanding of confidentiality, GDPR and the ability to handle sensitive information. * Willingness to work occasional evenings and weekends (for which time off in lieu will be available). * The nature of this post will require regular travel throughout Exeter and occasionally further afield; therefore, access to and the use of a reliable car is essential. |
| **Desirable Criteria** |
| * Experience of community and individual fundraising * A recognised fundraising qualification, e.g. a Diploma or Certificate in Fundraising Practice or Advanced Apprenticeship in Fundraising. |
| * Knowledge of City of Exeter |
| * Experience of working with volunteers |