**Role Profile: Fundraiser**

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| **Job Title** | New Hope Fundraiser |
| **Hours** |  7 hours per week initially.  |
| **Pay** | £4,300 per annum |
| **Location** | New Hope Warwick office 70 Saltisford CV34 4TT. some flexible working from home and attending meetings as required. |
| **Reports to**  | New Hope Management Team  |
| **Responsible for** | Self and any volunteers who are appointed to support the fundraising efforts.  |
| **Purpose** | To work with the Managers to develop a fundraising strategy. To implement the strategy to maximise short, medium and long-term income for New Hope, including making applications to grants and trust funds and other fundraising activity.  |
| **Key external contacts** | Key fundraisers and donors. Other staff and volunteers for New Hope. |
| **Key internal contacts** | New Hope Manager.  |

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| **Key responsibilities** | **Key elements**  |
| **Fundraising strategy and delivery** | * To write and submit grant applications to trusts and other grant awarding bodies. This will form a significant part of the role.
* To create a fundraising strategy for New Hope identifying key funding opportunities including grants and local community-based initiatives, corporate involvement and individual giving.
* Implement and undertake regular reviews of New Hope’s fundraising strategy.
* Manage existing funder relationships ensuring all reporting deadlines and requirements are met.
* Ensure appropriate operational and financial data is collected to support applications.
* Research and develop appropriate new fundraising opportunities.
* Co-ordinate other fundraising activity as required. This may involve planning and taking an active involvement in fundraising events.
* To forge, nurture and maintain quality relationships with our key donors including individuals, organisations and trusts and churches. This will involve excellent communication using emails, letters, our social media channels and, if necessary, person to person meetings.
* Feed into marketing strategy for New Hope
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| **Administration** | * To promote and communicate fundraising campaigns, events and corporate involvements through the appropriate channels including social media, newsletters, mailing lists, local press and presentations.
* Keep our donor database up to date and ensure gift aid forms are completed when appropriate from individual givers.
* Provide monitoring reports and feedback to trusts and donors.
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| **Accountability** | * Prepare and present appropriate reports for the Manager and Board of Trustees to allow progress to be monitored
* Meet and report against fundraising targets as directed.
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| **General** | * Maintain excellent and professional working relationships. Liaise with other New Hope team members to ensure clear cross team communication and collaboration.
* A current Disclosure and Barring check. (New Hope will apply for this on your behalf unless you are already enrolled on the annual DBS online update service.)
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**2. Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and experience** | * Well-developed literacy and numeracy skills.
* Skilled in using social media and digital channels for communication.
* A creative and persuasive communicator able to use words and visuals to produce eye catching and interesting media posts and newsletters.
* Experience in developing and implementing fundraising strategy
 | Some leadership experience.Experience of budgets and costings for fundraising purposes.  |
| **Knowledge** | * Fully computer literate and comfortable with the main Microsoft Office tools, internet, and emails
* To be able to identify potential risks and rewards.
 | Experience in fundraising and grant application writing in the charity sector.  |
| **Skills and attributes** | * Naturally gifted at building rapport with different people groups/stakeholders, including Christian and secular trusts/organisations, and the local Christian community
* Can work independently and as part of a team
* Able to uphold and contribute to the New Hope Christian ethos, values and Statement of Faith.
* Self-motivated individual with determination and the ability to multi-task, use initiative, be flexible and creative.
* Ability to manage own time, prioritise tasks and meet deadlines.
* As the person who takes on this may have access to sensitive information relating to service users they need to have an ability to maintain strict confidentiality.
* Committed to the work of New Hope.
 | Logical and strategic thinker, with attention to detail. |

**GOR (Genuine Occupational Requirement)**

As a charity with a Christian foundation and ethos, New Hope Christian Counselling strives to uphold Christian values. Counselling is offered to individuals in the Warwick, Leamington Spa, Kenilworth and Stratford Upon Avon and surrounding areas regardless of their faith, gender, race or any other aspect of their identity. New Hope also strives to offer a service to all regardless of an individual’s financial circumstances.

Our charity does not expect everyone who is part of the team to be a practising Christian but hopes that all volunteers and employees would be sympathetic, respectful and supportive of the beliefs of others and practices that are linked to Christian faith such as the role of prayer.

**Conditions of Employment**

Reports to: New Hope Manager

 Hours: 7 hours per week initially (This can be worked flexibly.) Should funding permit the role may be expanded.

Salary: £4300 pro-rata (based on a 35hr week.) The successful applicant has the option of joining the Smart Pension workplace pension for New Hope Christian Counselling in line with the Company’s obligations under the Pensions Act 2008,

Length of post: 1 year, extension possible with funding. There will be a 3-month probation period.

Location: Based at the New Hope office in Warwick 70 Saltisford CV34 4TT.

 Flexible home working is possible in agreement with your line manager.

Holiday: Holiday entitlement is 6 days (including certain bank holidays\*\*) per full holiday year. This is pro-rated, based on your contractual working hours, from the statutory entitlement of 28 days or 5.6 weeks per annum for an employee working a 5-day week, and then rounded up to the nearest half day. The holiday year runs from 1st January to 31st December.

\*\*Bank holidays included in holiday entitlement are New Year’s Day, Easter Monday, Early May bank holiday, Spring bank holiday and late summer August bank holiday. If these bank holidays fall on a day that you would normally work you are required to deduct this from your total entitlement.

The Christmas period through to New Year’s Eve will be in addition to the above entitlement.

Termination: 3 months by either party.

Safer Recruitment: A basic DBS check and 2 references are required to start this role.

Training: There will be initial training to support the role as well as other relevant training opportunities. You will receive regular updates on organisational activities and support, advice and guidance from your supervisor.