



Community Fundraising Officer- (South)

Job Description

Job title:	Community Fundraising Officer
Hours:	Full-time - 35 hours per week, part time and flexible hours considered
Location:	Hybrid Working with a minimum of one day a week working from Head Office (based near the city in London)
Contract:	Permanent
Reports to:	Community Fundraising Manager
Wider department:	Head of Fundraising - Community and Events, Community Fundraising Manager, Community Fundraising Officer (South), Community Fundraising Officer (North) Events and Celebrity Engagement Manager and Senior Events Officer

Role purpose:

To fundraise for The Sick Children's Trust through varied community fundraising activities, including supporting family fundraising and third-party events in the south such as The London Marathon and The Cambridge Half Marathon. The postholder will be required to initiate and develop new fundraising opportunities and relationships with local businesses, community organisations and schools. Ensuring a sensitive and effective supporter journey for new and existing supporters.

Key tasks and responsibilities:

- To cultivate and recruit new and existing supporters and volunteers to participate in a range of third-party events including The London Marathon, The Cambridge Half Marathon, treks and skydives and 'run your own' fundraising events. To uplift supporter value, steward and retain through the delivery of brilliant supporter care whilst being respectful of potential sensitivities particularly when working with families who are fundraising in memory.
- Build and develop trusted relationships when appropriate with families to support fundraising, storytelling and volunteering. Work sensitively and empathetically with this core audience group engendering their long-term support and advocacy of the Charity's work.
- Maintain contact with and work alongside the House Teams in the south (London and Cambridge) where appropriate to develop brand and presence of the

importance of fundraising to the charity in the influencing and developing relationships in the best interest of the charity. Ensuring the House Teams in the south are aware of any potential volunteering opportunities.

- To work closely and collaboratively with the other two Community Fundraising Officer's - one based in the south, and one based in the north.
- To proactively target local businesses (outside of corporate partnerships) and schools to secure annual income targets set by the Head of Fundraising.
- To develop and manage new and existing relationships with local clubs and associations to secure their support both financially and in raising awareness of the charity.
- To support the management of our regular giving programme, including recruitment and retention of our regular givers.
- Manage the supply of fundraising materials and collateral across the organisation, ordering more when necessary, in coordination with the Communications and Marketing team.
- Accurately record and monitor income and expenditure budgets for your area.
- Maintain supporter fundraising information on our Donorflex database to ensure it's up to date and accurate.
- Communicate and work collaboratively with our Communications and Marketing team to ensure maximum press and social media coverage is obtained for The Sick Children's Trust Community Fundraising activities.
- To work collaboratively with other fundraising departments and the Communications and Marketing team for effective integration of campaigns and activities.
- To represent the charity as and when required to schools, local businesses and community groups in the South, including speaking at events when necessary.
- Carry out office and general duties and tasks to ensure the effectiveness and smooth running of the post holder's work, team and organisation.
- Duties may vary from time to time as determined by service and business need.

Person specification

Experience	Experience of fundraising through employment, preferable within a community context
	Knowledge and experience of increasing support of donors by nurturing and developing them
	Experience of managing a varied workload effectively, planning and organising a number of projects at one time to set timescales
	Experience of working effectively without close supervision, dealing with problems as they arise

	<p>Experience of using charity databases</p> <p>Experience of working to annual plans and budgets and providing regular updates on progress</p>
Skills, abilities, and personal attributes	<p>Able to express oneself well in writing, placing strong emphasis on spelling and grammar</p> <p>Able to communicate clearly, assertively, and sensitively, working with a wide range of people at all levels both in writing and verbally</p> <p>Able to prioritise workload and manage own time effectively to meet deadlines while ensuring good working relationships with both donors and staff</p> <p>Able to plan and organise projects seeing them through to a successful conclusion</p> <p>Able to work as an effective, positive contributing member of a small team</p> <p>Able to work occasional evenings, weekends, or overnight stays</p> <p>Able to work effectively without close supervision, dealing with problems as they arise</p> <p>Considerate and diplomatic in dealing with others</p> <p>Use initiative to perform tasks well</p>
Knowledge	Knowledge of Microsoft Office software is essential, Word, Excel, Outlook, and PowerPoint
Other requirements	<p>The role is based at Head Office. However, hybrid working is in place, with a minimum of one day based at Head Office near the City in London. Occasional travel required for external business meetings, team meetings, 'Home from Home' visits or training</p> <p>Results orientated approach to working</p> <p>Commitment to our policies and values, ensure people are treated with dignity and respect</p>