

## Role Description

Role:	Community Fundraiser
Pay:	£28,000 - £30,000 FTE depending on experience
Reports to:	Senior Fundraising Manager
Department:	Fundraising
Working Hours:	Full-time, but part time and flexibility considered.
Location:	This role will be a hybrid between our Watford office and remote working for the first 12 months and then subject to review

## Role Summary

The Community Fundraiser will join us at an exciting time – 2022 marks the 65<sup>th</sup> anniversary of our charity and we are planning a whole range of activities to celebrate! These include a virtual festival, a dance session, a coast-to-coast cycle event and a visit from our Patron, HRH the Duchess of Gloucester. The holistic therapy practiced at the Bobath Centre promotes improved mobility and so we will be organising a conference for health professionals to share recent developments in this area as well as webinars about CP awareness for Health Visitors.

This is an exciting role that has the potential to grow and expand. We are looking for someone with initiative, skill and demonstrated ability to raise funds to support the valuable work of the Bobath Centre. You will work closely with the Senior Fundraising Manager and the Marketing team.

You will be a flexible worker with strong organisational, and oral/written communication skills. You will have a collaborative working style, to ensure the most successful chance of securing income, whilst being a self-starter who can manage their own workload effectively.

## Key Responsibilities

- Support and lead on donor relationships and fundraising activities
- Maximise fundraising income from new and existing sources such as Corporates, Individual Giving, Community Fundraising and Events
- Develop new relationships and build on existing ones with local businesses and community groups to enable them to support the charity
- Support the Senior Fundraising Manager on activities related to the charity's 65<sup>th</sup> anniversary activities
- Plan and execute community fundraising events where appropriate
- Identify new fundraising events and manage existing events
- Maximise unrestricted income potential
- Collaborate with the wider organisation, particularly therapists

- Collaborate with the wider Marketing and Communications colleagues to ensure all events are professionally promoted and executed
- Ensure fundraising activities comply with legislative and recommended best practices
- Manage gift aid forms and collection of gift aid income including close liaison with the Finance Team
- Maintain good working relationships with all charity stakeholders including trustees, charity management team, staff, volunteers, supporters, members of the public and potential donors.
- Lead on the fundraising administration of donations and gifts and ensure donors are acknowledged in a timely and appropriate manner.
- At all times, comply with the Centres' policies and procedures and promote the Bobath Concept in all that they do and undertake ad hoc duties as required.
- Support the Senior Fundraising Manager with the preparation of fundraising evaluation and monitoring reports to funders and fundraising reports to the Board
- Comply with any other reasonable request made by the Senior Fundraising Manager, the COO and CEO

<b>Personal Specification</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications / Education	Degree level qualification or equivalent. A high standard of educational attainment and evidence of marketing / fundraising training	Graduate level educational attainment, or equivalent vocational training, in related subjects. Qualification in Fundraising
Experience	At least 3 years' experience of working in one or more of the following areas: Challenge Events, Online Events, Community Fundraising, Individual giving	Proven ability to meet or exceed fundraising targets  Experience of working in health, disability, or allied fields  Experience of digital fundraising campaigns
Skills	High level of communication, interpersonal and PR skills  Excellent verbal and written communication skills  Able to work with a diverse team  Ability to take the initiative, be creative and proactive	Ability to use online fundraising platforms such as Justgiving  Ability to update website with fundraising events  Strong admin skills, attention to detail and ability to follow through

	<p>Project management</p> <p>Ability to use ICT systems and packages, including Microsoft Office and CRM databases</p>	
Knowledge	<p>A good understanding of the events fundraising market and trends</p> <p>Knowledge of fundraising standards and guidelines</p> <p>Understanding of GDPR requirements</p>	<p>Awareness of Cerebral Palsy and its impact on the families</p> <p>Bobath supports</p> <p>Knowledge of the fundraising environment in the Watford area</p>
Other	<p>A genuine commitment to disability equality</p> <p>An understanding of disability issues or the capacity to learn</p> <p>Able to prioritise competing demands</p> <p>Able to self-motivate</p> <p>Positive, constructive attitude.</p> <p>Able to attend events outside usual working hours when required.</p> <p>A clean driving license and access to own car</p> <p>Enhanced DBS Check required</p> <p>Employment is subject to two satisfactory references from previous employers</p>	<p>Able to travel within the UK.</p>