



**Community Fundraiser
Part Time, Temporary
Vision Norfolk
Norwich**

**Vision Norfolk
February 2020 V3.0**



Job Description

Post: Community Fundraiser

Location: Bradbury Activity Centre
Norfolk and Norwich Association for the Blind,
Magpie Road, NR3 1JH

Reporting to: Director Business Development

Salary: £20,000 per annum (£12,000 pro rata per annum)

Hours: 22.5 hours per week

Date updated: 24th February 2020

PRIMARY OBJECTIVES

To maximise opportunities and income from community led activities including street and store collections and third party fundraising events and sponsorship.

JOB PURPOSE

To recruit, build and maintain relationships with volunteers, supporter groups, community groups and local business across Norfolk with the aim of increasing their fundraising.

To manage and promote third party fundraising through events, collections and any other initiatives

To be responsible for updating all online fundraising portals including Vision Norfolk's website with fundraising information and events

To work alongside the marketing team to ensure messaging and brand are consistent in all materials and presentations

To create and update a fundraising supporter pack and furnish all prospective supporters with the information required to motivate and encourage their fundraising

To monitor and reconcile income for each third party fundraiser and offer support and encouragement where necessary

To develop customer journeys in association with the fundraising team and marketing with the goal of providing good quality supporter care

To be responsible for an annual income target that represents a 3:1 return on investment

To co-ordinate and manage community fundraising volunteers in liaison with the Volunteer Engagement Co-Ordinators



To co-ordinate giving talks at various events and community groups with the view of increasing engagement

To record all fundraising activities and engagements on a central CRM

To assist with the analysis of the information captured to inform marketing and fundraising developments

To input regularly to management and team reporting as required

Regularly monitor and evaluate community fundraising activities

To carry out tasks as reasonably requested by the Director of Business Development

KEY ACCOUNTABILITIES

- To work within the strategic framework and respond flexibly and creatively to internal and external developments
- To foster a proactive culture in reaching targets in support of people with sight loss in Norfolk
- To contribute effectively and constructively in team meetings and represent the organisation in a professional manner at all times
- Recognise and work within budgetary constraints
- To continually develop a donor centred culture and approach within the fundraising teams ethos
- To deliver the annual plan in achieving agreed targets and KPI's
- To have personal responsibility for safeguarding and health and safety of all Vision Norfolk staff and associated people
- To ensure data is recorded accurately and within the policies of the organisation
- To conduct audits of records and record keeping; to ensure that all data is securely stored, accurate and only shared with appropriate individuals.
- To actively participate in the organisations framework for supporting people (supervision, appraisals etc)

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
<p>Qualifications and Training Educated to GCSE level or equivalent in English and Maths</p>	<p>Relevant professional training and/or qualification accredited by the Institute of Fundraising</p>
<p>Experience Experience in community fundraising Experience of working with volunteers including donors and fundraisers Experience of administration in an office based environment Experience of gathering data for reports on activities Experience of working with a CRM to record information about donors</p>	<p>Experience of working in the charity sector Experience in building and maintaining relationships</p>
<p>Skills and Knowledge Confident in using Microsoft computer programmes and familiarity with CRM programmes Understanding of marketing and supporter care Excellent verbal and communication skills Numeratorate with good attention to detail Highly organised with ability to work under pressure to meet tight deadlines</p>	<p>Good knowledge of CRM/ fundraising databases</p>
<p>Personal Qualities Creative thinker Problem solver Good prioritisation skills Team player and happy to help out where needed A self starter who is able to work independently Good at building and maintaining supporter relationships</p>	
<p>Other Adhere to the highest standards of fundraising practice Full driving license and access to a car Able and willing to recognise and challenge discrimination and apply Vision Norfolk's equal opportunities policy in the workplace Committed to working in a way that reflects Vision Norfolk's culture, values and core principles</p>	



General Information

- The main duties details the key areas of work however these will be updated as the job progresses
- The work undertaken as part of this role must be carried out within the relevant policies and procedures of Vision Norfolk
- All job holders are required to understand the principles of safeguarding (children, young people and adults) and actively embed this in their everyday work including how to raise concerns
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the job level and falling within the general scope of the job, as requested by management.

Vision Norfolk's Values

Openness we are committed to a culture of honest team work and collaboration

Respectfulness we will actively listen to our stakeholders and value everyone's input

Professionalism we will retain our reputation by being trustworthy, consistent and reliable

Flexibility we will continually adapt to provide the best outcomes for our clients/service users

Enabling we will always work alongside an individual to provide the tools to achieve their goals

Positive our 'can do' approach will always be ambitious for our clients/service users

Responsible we will be individually accountable for our actions and collectively responsible for achieving the best for our clients/service users



Application Process

Please send a covering letter (no longer than 2 x A4) along with your most recent CV to recruitment@nnab.org.uk. Please clearly address the points in the person specification with examples in your application.

Deadline for applications: 8th March 2020

Shortlisted candidates advised: w/c 9th March 2020

Interviews: w/c 16th March 2020



Details regarding the post

Duration

This is a temporary post to cover maternity leave.

Salary

The current salary offered is £22,000 per annum (pro rata £12,000 for 22 hours per week).

Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in that calendar month.

Any weekend or evening work will be re-imbursed as time off in lieu.

Hours of work and working arrangements

The normal working week for this post is 30 hours, Monday to Friday and covers 52 weeks per year.

You will be required to work flexibly to meet the needs of the department including evenings and weekends.

Location

The post will be located at the Vision Norfolk, Magpie Road, Norwich NR3 1JH. The post will require on occasion some travel. Mileage will be reimbursed according to Vision Norfolk's reimbursement policy.

Benefits

Stakeholder Pension Scheme with Royal London, Contributions 4% employee, 4% Employer

Westfield Health Scheme covering eye tests and glasses, dental checks and treatment, physiotherapy, consultations etc

Canada Life Assurance covers all employees and pays 2 times annual salary on death of the employee