

FUNDRAISER: PARTNERSHIP & EVENTS – PART-TIME or FULL-TIME ROMSEY MILL CENTRE, CAMBRIDGE

SECTION A: JOB DESCRIPTION

- 1. ORGANISATION:** ROMSEY MILL
- 2. ADDRESS:** HEMINGFORD ROAD
CAMBRIDGE
CB1 3BZ
- TEL.NO. - (01223) 213162
- 3. JOB TITLE:** FUNDRAISER: PARTNERSHIP & EVENTS
- 4. RESPONSIBLE TO:** FUNDRAISING & COMMUNICATIONS MANAGER

5. JOB PURPOSE:

To support Romsey Mill's work of creating opportunities with children, young people and families to overcome disadvantage, promote inclusion and develop wellbeing, through:

- Raising unrestricted funds from various sources (events, local businesses and organisations, team sponsorship challenges);
- communicating with supporters and the general public (through personal contact, print, press and digital media);
- and securing grants from business trusts and other private bodies;

6. MAIN RESPONSIBILITIES:

The main responsibility of this job is to work as part of the Fundraising and Communications Team to **increase restricted and unrestricted income** (current overall income target for Romsey Mill: £1.2m per annum), and to **raise the profile** of Romsey Mill.

- 6.1 Lead, develop and deliver Romsey Mill's direct unrestricted fundraising relating to organised events, team sponsorship challenges, and other activities. To deliver high quality supporter care to all supporters and partners of Romsey Mill to ensure they feel highly valued, and that all relationships are maximised to their full potential [30% time].
- 6.2 Play an active role in developing an annual 'events' calendar to support the planning and delivery of activities [5% time].
- 6.3 Lead, develop and deliver engagement with local businesses and organisations to enable their support for the work of Romsey Mill (e.g. corporate fundraising events; Charity of the Year and sponsorship opportunities; participation in challenges; donations to campaigns and appeals; and gifts in kind e.g. equipment and volunteering) [25% time].

- 6.4 Research best practice and opportunities for increasing support and potential funding available from businesses (Charity of the Year and sponsorship) and grow positive and profitable long-term relationships with these organisations. [10% time].
- 6.5 Ensure that funded projects are monitored as necessary and that outcome & impact reports are provided to funders as required. [10% time].
- 6.6 Play an active part in the delivery of effective communications through various channels (e.g. presentations; brochures, case for support; newsletter, website, social media profile, annual report, advertising, raising press/media profile) [10% time].
- 6.7 Contribute to the accurate recording and monitoring of fundraising activities and outcomes (through the CRM/Fundraising system and management information systems) and report to the Fundraising and Communications Manager on achievements [5% time].
- 6.8 General Responsibilities [5% time]:
- 6.8.1 Attend and participate in a variety of meetings: Fundraising workgroup meetings, whole-team staff meetings; regular 1:1s with the Fundraising & Communications Manager; planning sessions; annual appraisals; other organisation-wide activities.
 - 6.8.2 Share in the spiritual life of Romsey Mill (through staff team prayer time, theological reflection and other activities) and uphold the Christian ethos of the organisation.
 - 6.8.3 Proactively establish and maintain effective working team relationships with all internal and external stakeholders.
 - 6.8.4 Be a face-to-face contact with partners and the public, representing Romsey Mill to individuals and organisations and reflecting the Christian values and ethos of the organisation to those whom the organisation serves.
 - 6.8.5 Comply with any and all relevant legal requirements governing fundraising activity and work within Romsey Mill's policies and procedures (e.g. health and safety, safeguarding, General Data Protection Regulations) to ensure that best practice is always followed.

(The % time allocations are intended as a guide only, and may be subject to change).

In addition to the duties set out in this job description the post holder may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of Romsey Mill.

7. SCALE AND IMPACT:

- The post-holder will have responsibility for certain areas of fundraising, supported by other staff. In other areas the post holder will give support to colleagues who have lead responsibility. Together with other team members, the post holder will help to raise restricted and unrestricted funds for Romsey Mill (current overall income target £1.2m per annum), and also help to promote the charity's profile. S/he will share responsibility for facilities, resources and equipment linked to our fundraising and communications function. The post holder will be responsible for any volunteers working within his/her own area.

8. DISCRETION TO ACT:

- The post-holder will have authority to act within the parameters set by Fundraising & Communications Manager and CEO. The post-holder will be directly supported by the Fundraising & Communications Manager and accountable to the Fundraising & Communications Manager and CEO.

9. ENVIRONMENT:

- The post-holder will be based at Romsey Mill's main centre on Hemingford Road. The facilities consist of various offices, meeting/training rooms, an arts/media suite, community rooms, a large 'activities' hall and other amenities. Romsey Mill also undertakes programmes off-site, using other community facilities.

10. RELATIONSHIPS:

Internal

- The post-holder will work closely with members of the Fundraising and Communications Team. The post-holder will also work with members of the Leadership & Management Team. In putting together applications and reporting back to funders, the post-holder will collaborate with Romsey Mill staff across Programme Teams, administration, and finance. S/he will be expected to meet with young people and other participants in order to fully understand the charity's mission and activities and to encourage young people's involvement in the wider work of Romsey Mill. The post-holder will report to the Fundraising and Communications Manager. The post holder may also, occasionally, be required to meet with the board of Trustees of Romsey Mill.

External

- The post-holder will work with existing and potential funders and event partners (businesses and organisations, event partners, sponsors and other funders). The post-holder will also have contact with other external local and national bodies including voluntary and statutory agencies.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS:

Essential

- Good general education with Level 3 qualifications (e.g. A-levels, Diploma) including GCSEs (or equivalent) at Level 2 or above in English and Maths.

Helpful

- Fundraising qualification.
- Marketing-communications qualification.
- A degree or equivalent professional qualification (Level 6).

2. EXPERIENCE AND SKILLS:

Essential

- At least two years' experience in a fundraising or similar role and awareness of good practice and charity compliance with fundraising legal duties.
- Demonstrable skills in planning and delivering successful events and engaging business organisations to secure their support
- Ability to analyse financial information and present it in an accessible format.
- Skilled in forming and developing excellent working relationships with staff and key stakeholders.
- Excellent interpersonal communication, influencing and negotiation skills.
- Very good literacy skills and clear ability to write persuasively.
- Excellent administration skills.
- Very good time and task management skills and experience in handling multiple tasks to meet deadlines.
- Proven ability to use ICT equipment and software including Word, Excel, Outlook, CRM Databases and the Internet.
- Experience of print and digital communications work.

Helpful

- Experience of operating Fundraising CRM database system.
- Good local knowledge of Cambridge and the surrounding area, both in terms of general demographics and community organisations and networks.
- Understanding of the needs related to work with children, young people and families.
- Working knowledge of community development work with churches and other faith-based organisations.
- Experience of making effective presentations.
- Member of the Institute of Fundraising.
- Prior knowledge and understanding of Romsey Mill.

3. ATTRIBUTES:

- Confident and articulate; able to communicate effectively with people from a range of backgrounds.
- Passionate about social justice, community development, care for young people & families.
- Happy to contribute positively to the Christian aims, ethos and values of Romsey Mill.
- Aptitude to work effectively as part of a team and under own initiative.
- Honest, reliable, committed and hard-working.
- Creative and determined.
- Some flexibility over of hours of work when needed, and willingness to occasionally work outside office hours, including weekends.

SECTION C: TERMS AND CONDITIONS

1. SALARY: £22,462 - £25,801 (pro-rata) dependent on qualifications and experience.

2. HOURS OF WORK:

- Part-time working with a minimum of 22.5 hours (0.6 FTE). A weekday working pattern to be agreed, with recognition of the need for flexibility. Romsey Mill will consider additional hours up to full time working (37.5 hours) for the right candidate.
- Overtime is not normally paid, but time off in lieu is given as agreed with line-manager.

3. PAID LEAVE ENTITLEMENT:

- Initially, the post-holder is entitled to 25 days pro rata annual paid holiday *plus* public holidays. Holiday entitlement increases, based on length of service. Full details as given in contract of employment.

4. SICK PAY PROVISION:

- Romsey Mill operates a discretionary Sick Pay Scheme for employees. Full details as given in contract of employment.

5. PENSION ENTITLEMENT:

- Romsey Mill has a Qualifying Workplace Pension Scheme under auto-enrolment for all employees. Full details as given in contract of employment.

6. PERIOD OF NOTICE OFFERED AND REQUIRED:

- The post-holder is required to give 8 weeks notice following the probationary period. Romsey Mill is required to give a period of 8 weeks to the employee. Please refer to contract of employment for further details.

7. CONDITIONS OF APPOINTMENT:

- The employment will be subject to satisfactory references and DBS check. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986.

8. IN SERVICE TRAINING:

- The person appointed will participate in In-Service Training and other learning and development opportunities, for which budgetary provision is made.

9. MISCELLANEOUS:

- The Fundraising & Communications Manager will be responsible for carrying out regular work reviews with the post holder.