

Job title	Fundraiser
Terms	c.£20,000 pro rata per annum Part time 15 hours per week, flexible hours and could suit a job share
Reporting to	Chief Executive Officer
Contract type	1 year in the first instance
Location	Great Longstone, Bakewell
How to apply	Send a CV, a covering letter and equal opportunities monitoring form to, Chief Executive, at BECT, Unit 4, Great Longstone Business Park, Great Longstone, Nr Bakewell, DE45 1TD
Job purpose	The post holder is required to assist in the delivery of the charity's fundraising income target each year by developing a range of effective fundraising activities which establish and enrich relationships with new and existing supporters and generate engagement and impact in our community.
	<p>You will be required to:</p> <ul style="list-style-type: none"> • Deliver the charity's fundraising target • Carry out fundraising research • Develop a fundraising database • Develop fundraising activity which delivers income through donations and gifts, legacies, corporate partnerships and sponsorships, 'Friends of BECT' and special events. • Build, develop and maintain relationships with individuals, groups and businesses, with the overall purpose of ensuring our fundraising income continues to grow. • Build, develop and maintain a strong brand awareness for the charity in the community including: <ul style="list-style-type: none"> - Engage with new and existing supporters through effective communications, marketing, e-marketing and digital channels. - Put together materials to support and promote the work you do including designing publicity materials for supporters and donors - Increase on-line engagement through the Charity's website and social media accounts including Facebook, Instagram etc. • Produce analysis and progress reports for CEO, Transport Manager and Trustees. • Assist the CEO, where required with the preparation and writing of grant applications and applications for charitable trusts

	<ul style="list-style-type: none"> • Support the work of the Volunteer Co-ordinator by promoting the volunteer campaign to encourage new volunteers to get involved. • Attend fundraising events and assist the Community Fundraiser with the organisation of fundraising events as required. • Encourage employee participation, volunteering and involvement.
<p>All employees have the responsibility to:</p> <ul style="list-style-type: none"> ▪ Ensure at all times you are working in the best interests of the Charity to enable Community Transport to meet its goals of providing flexible, efficient and caring transport for vulnerable people to access health services, education and social activities. ▪ Be aware and comply with policies and procedures and governance requirements in particular on safeguarding, health and safety, information security, confidentiality and data protection, reporting any concerns to the CEO ▪ Participate in training and other learning activities to keep up to date and relevant to the Charity, as required ▪ Participate in the Charity’s Appraisal process ▪ To encourage a positive team culture, positive communication and co-operation between colleagues, staff and volunteers of the Charity. ▪ To work flexibly at all times. ▪ Have a willingness to volunteer to support the work of the Charity ▪ To undertake any other reasonable duties at the request of the CEO and Transport Manager. 	
Date	
Signature of applicant	

PERSON SPECIFICATION:

	Essential	Desirable
Qualifications and Training	Numerate and literate ideally educated to degree level or equivalent	
Experience	<p>Previous fundraising experience or have relevant transferable skills.</p> <p>Proven ability to build relationships and engagement with businesses and community groups to generate income</p> <p>Working to targets</p>	<p>Experience working in a small charity or non-profit</p> <p>Sales/marketing/PR experience</p> <p>Public speaking</p>
Skills & Abilities	<p>Exceptional verbal communication skills including over the phone and face to face.</p> <p>Strong written skills – proven experience of quickly writing engaging written content for a variety of purposes including social media platforms.</p> <p>Able to work independently</p> <p>Able to influence and persuade</p> <p>A high level of IT competence including MS Office, databases and use of social media platforms including Facebook.</p>	<p>Graphic design skills to create flyers, marketing materials and social media posts etc or willingness to learn</p> <p>Experience of being involved in preparing grant applications</p>
Personal Attributes	<p>Proactive ‘can do’ attitude</p> <p>Work flexibly</p> <p>Results driven</p> <p>Confident in contacting supporters over the telephone, as well as delivering presentations to groups and local business/community groups.</p> <p>Resourceful and creative</p> <p>A full driving licence and use of a car is required for this position, as you will be required to travel across the Derbyshire Dales and High Peak areas</p>	