



# Fundraiser and Events Coordinator Job Summary

February 2019

## Role

Based at Be Free Young Carers, Harwell Innovation Centre, Didcot, the Fundraiser and events coordinator will devise compelling applications to a range of organisations and individuals including community events to support the work of the charity to ensure income opportunities are maximised.

## Salary

£23,790 (pro rata between £10,150.40 to £12,688 depending on hours) per annum, paid monthly in arrears.

Be Free Young Carers operates a pension scheme into which the successful applicant will be automatically enrolled.

## Hours of work

At Be Free Young Carers we work flexibly. This role offers between 16 and 20 hours a week worked over four days, Tuesday to Friday, the regular working pattern to be agreed with the Director (the lunch hour is unpaid).

## Working for Be Free Young Carers

- Flexible working hours
- The opportunity for home working
- Free on site parking
- Regular public transport to Harwell Campus from Oxford,, Abingdon, Didcot and Wantage
- "Time off in lieu" for any evening/weekend work with prior agreement by the Director.

## Holidays

The annual leave entitlement is 17 working days per year based on working the hours over a four day week, plus Public Bank Holidays.

## Closing date

23:59, Monday, 11 March 2019

## Interview Date

Week commencing 18 March 2019

## Note

- Appointment is subject to the result of a DBS (Disclosure and Barring Service) Enhanced Disclosure check and satisfactory references
- Be Free Young Carers operates a no smoking and Equal Opportunities Policy.



# Fundraiser and Events Coordinator Job Description

February 2019

<b>Title</b>	Fundraiser and Events Coordinator
<b>Term</b>	Permanent
<b>Salary</b>	£23,790 per annum, pro-rata 16 to 20 hours a week (£10,150.40 to £12,688)
<b>Location</b>	Based at Harwell Innovation Centre, Curie Avenue, Didcot, OX11 0QG
<b>Reports to</b>	Director

## Introduction

Operating throughout the South Oxfordshire and the Vale of White Horse Districts, Be Free Young Carers is an independent registered charity, established in 1994. It provides emotional support, social activities, training and befriending to young carers who provide regular care to family members. It is the only specialist charity supporting young carers in Oxfordshire.

## Job Summary

Working in close liaison with the Director to achieve income targets, generate income from a range of sources and events including grant making trusts and foundations, local organisations and companies. Contribute towards the development of other income streams to support the work of the charity.

## Key responsibilities

- Create an annual income generation plan to maintain fundraising activity throughout the financial year;
- Lead, plan and implement a programme of fundraising and fundraising events, from a range of sources including trusts and foundations, local councils, companies, community groups and others, monitoring and adapting where required, to maximise all income opportunities;
- Contact and build relationships with current and prospective supporters, including companies, to increase fundraising activity, income and sustain their support;
- Research, analyse and review giving patterns of existing and potential supporters to increase fundraising effectiveness;
- Provide funders with the written evidence of the impact of their support;
- Manage all written communications to prospective and existing supporters through mail-shot, email, events, letters etc...;
- Working closely with other members of the team and engaging with volunteers, devise and arrange a programme of community events to maintain and grow our community support;

- Help equip and support volunteers in fundraising on our behalf;
- Assist with the production of Newsletters and other communications to Young Carers and their families;
- Measure the success and evaluate all fundraising;
- Work within Be Free Young Carers' policies and procedures and good practice;
- Contribute to a safe, positive and friendly working atmosphere;
- Attend training and other meetings as required;
- Provide reports and information to Trustees and other reporting as required;
- Assist in promoting and publicising Be Free Young Carers;
- Attend and contribute to team meetings and represent Be Free Young Carers at external meetings as required;
- Actively contribute to and support the development of Be Free Young Carers;
- Undertake any other duties as requested by the Director.

This job description is not intended to be comprehensive but indicative. Responsibilities may be varied from time to time, depending on the needs of the Organisation

Access to your own transport is essential.

### **Supervisory Responsibility**

None.



# Fundraiser and Events Coordinator Person Specification

February 2019

<b>Essential Skills and Experience</b>	<b>Desirable Skills and Experience</b>
<b>Qualifications</b>	
Recognised qualification in Fundraising/NQF/QCF Level 4 or equivalent	Member of the Institute of Fundraising
Evidence of ongoing training and development	Experience of using databases, Office software
<b>Knowledge and Experience</b>	
Experience of fundraising and arranging and managing, coordinating events	
Evidence of successful fundraising	Fundraising for a children's charity; good understanding of the impact of caring
Knowledge of charity sector and latest initiatives in fundraising	
<b>Aptitude and Skills</b>	
Thorough, enthusiastic and creative, a lateral thinker	
Strong written communication skills	
Ability to communicate effectively and sensitively	
Ability to plan, organise and prioritise workload	
Liaise effectively with donors and others	
Maintain records and provide clear written reports	
<b>Disposition/Attitudes/Motivation</b>	
Efficient and effective with a friendly disposition	Understanding the issues young carers face
Self-motivated but able to work as part of a team	Knowledge of the range of funders and their specific requirements
Accepting of supervisory guidance and advice	
Commitment to equal opportunities, to empowering young carers and to confidentiality	
<b>Other</b>	
Willingness to travel and work out of hours when required	
Full driving license and access to own transport during working hours	