

Carrs Lane Counselling Centre Ltd.

Fundraiser – Job Description

Job Title: Fundraiser

Responsible to: Board of Trustees

Salary: £13.50 per hour. To be reviewed annually.

Hours: Variable between 24 – 35 hours per month with an expectation of between 6- 8 hours per week. This flexibility will also include attending trustee meetings which are currently held through zoom

Contract: Self-employed; subject to performance for 12 months from start date with possibility of extension if both parties agree.

DBS Check: Required

Overview:

The counselling centre operates as an independent charity/company limited by guarantee, although supported by The Church at Carrs Lane, where the counselling centre facilities are currently based. Present turnover is approximately £60K.

The fundraiser will report to and work with a named member of the trustee body, who will hold regular supervision sessions to set targets, monitor workload and effect post-holder performance appraisal, training and development. The fundraiser will be expected to work collaboratively with other members of the Counselling Centre, particularly the manager and the treasurer. In most instances the work of this position can be done remotely from home.

Duties and Responsibilities:

The post holder will:

- [1] Take lead responsibility for researching and identifying new trusts and foundations
- [2] Develop and maintain key contacts for all small and medium sized trust relationships
- [3] Write funding proposals for new and existing projects in consultation with centre manager and named trustee
- [4] Will be expected to use and develop the existing rolling programme of submissions to trusts and foundations for both core and project grants
- [5] To use, maintain and develop the existing spreadsheet trust records to enable accurate reporting and timely funding applications and reporting
- [6] Develop and implement appropriate donor care programmes for small trusts, ensuring that quality standards are maintained and support increased from this source
- [7] Produce reports for trustee meetings on a regular basis and end of grant reports
- [8] Reconcile departmental accounts with treasurer periodically and as required.
- [11] Respond to inbound communications about fundraising as appropriate.

[12] Undertake any other duties as may be reasonably requested from time to time

[13] Take advantage of any community fundraising activities that might present themselves

Review of this Job Description:

This job description is intended as an outline indicator of general areas of activity and will be amended, in consultation with the Fundraiser in the light of the changing needs of Carrs Lane Counselling Service.

Fund-Raiser – Person Specification

Item	Essential	Desirable
Knowledge and skills	<ul style="list-style-type: none"> • Excellent Research Skills. • Excellent IT skills - including Word and Excel • High standard of written English with the ability to produce concise and persuasive prose. • Have knowledge of the charity sector and the issues that face small charities 	<ul style="list-style-type: none"> • Working knowledge of Charity Commission regulations. • Knowledge of fundraising best practice. • Networking to build business relationships • Ability to identify and research potential donors • To have knowledge of the benefits of counselling
Qualifications	<ul style="list-style-type: none"> • Education to A level or equivalent experience 	<ul style="list-style-type: none"> • Relevant professional training / qualifications e.g. Institute of Fundraising, • A counselling qualification
Experience	<ul style="list-style-type: none"> • Experience of Financial management and budgeting • Knowledge and understanding of a wide range of fundraising areas. • working collaboratively. • report writing and familiarity with end of grant reports to funders. 	<ul style="list-style-type: none"> • Experience of fundraising from trusts, foundations or other sources • Experience of producing project budgets • Experience of working as part of a multi-disciplinary team and multicultural environment • Have worked on securing corporate donations in a previous role • Have worked on fundraising strategy in a previous role • To have either received counselling or have practiced as a counsellor.
Personal Qualities / Behaviours	<ul style="list-style-type: none"> • Able to manage competing priorities and work to deadlines. • Personal credibility and authority • A professional and confident communicator, able to communicate effectively in person, by phone or in writing, to a range of audiences 	<ul style="list-style-type: none"> • Ability To Think Creatively • Strong Presentation skills • Passionate about the use of counselling to assist those in need.

	<ul style="list-style-type: none"> • Organisational skills with a minimum of one year's administrative experience • Willingness to work occasional unsocial hours (evening meetings) • Be able to use own initiative and work autonomously. • Appreciate need for discretion and confidentiality • Knowledge of GDPR 	
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of and commitment to the promotion of service delivery in an equal opportunities and diversity framework, including anti-racist and anti-discriminatory team and professional practice. 	

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