

## Events & Community Fundraiser Job Description & Person Specification

---

<b>Accountable to:</b>	<b>Chief Executive Officer</b>
<b>Aims:</b>	Creatively deliver a strategy to achieve the community fundraising target according to Trinity Winchesters Income Strategy) and timescales
<b>Hours:</b>	Full Time – 35 hours per week. There will be times when more than this is required to get the job done.
<b>Pay Scale:</b>	<b>Point 21 – 24 (£23,883 - £26,496) pro rata</b>

### **Responsibilities:**

1. Create and deliver a programme of community events and activities
2. Build Trinity Winchesters local profile to motivate local people and businesses in to becoming supporters of the charity
3. Proactively manage relationships with individuals, local charities, businesses, schools and other local bodies
4. Manage the annual Big Sleep Out to increase income and participation
5. Develop a programme of corporate support including fundraising, events and volunteering for charity of the year partnerships and longer-term relationships
6. Adopt a proactive, planned and responsive approach to fundraising, reacting to unforeseen opportunities as they arise
7. Maintain an awareness of potential funding streams locally and to proactively pursue potential sources of funding
8. Develop a team of fundraising volunteers who will assist in local fundraising activities
9. Develop a PR and communications programme both off-and on-line to promote the work of the charity and advertise events to increase potential income and support
10. Manage Trinity's social media channels, provide updates for website, and send regular press releases to local publications
11. Fully integrate within the wider team, embracing the ethos of Trinity Winchester
12. Develop detailed knowledge of Trinity Winchesters projects and current funding streams in order to create appropriate and timely applications
13. Monitor fundraising (against targets) and provide monthly reports and other financial information to the Board
14. Enthusiastically and passionately represent Trinity Winchester at meetings with members of the public, external organisations and businesses, by developing a sound understanding of the charity's mission statement and core values

## Events & Community Fundraiser Job Description & Person Specification

<b>Experience</b>	<b>Rating</b>	<b>Assessed by</b>	
Direct experience and proven track record in similar role or delivering income or sales targets	Essential	Application	
Demonstrate success in developing and delivering an innovative and effective events programme	Essential	Application / Interview	
Experience in leading and motivating a team of volunteers	Desirable	Application / Interview	
<b>Attributes / Skills</b>			
Demonstrate an understanding and acceptance of the ethos of Trinity Winchester in order to communicate effectively the work and financial needs of the organisation	Essential	Application / Interview	
Excellent networking skills and the ability to develop and manage relationships with personal donors and local businesses	Essential	Application / Interview	
Demonstrate an ability to be an enthusiastic ambassador of Trinity Winchester	Essential	Application / Interview	
Ability to communicate clearly and persuasively in writing, verbally and on the phone, to a variety of audiences, including service users, members of the public, media and businesses	Essential	Application / Interview	
Ability to manage and monitor own performance, including planning, time management, prioritising, and evaluation, and drive to achieve targets	Essential	Application / Interview	
Strong organisational skills, self motivating, with experience of working to deadlines and under pressure	Essential	Application / Interview	
Ability to work independently and as part of a team	Essential	Application / Interview	
Up to date IT skills, including applications, internet and Office, and awareness of social media	Essential	Application / Interview	

**Events & Community Fundraiser  
 Job Description & Person Specification**

Demonstrate an understanding of need to conduct duties in a professional manner and to act in accordance with Trinity Winchester's confidentiality policy	Essential	Application / Interview	
Demonstrate an awareness of the impact of discriminatory behaviour and conduct on others, and a willingness to support Trinity's standards and practices in employment and delivery	Essential	Application / Interview	
<b>Personal</b>			
Positive 'can do' attitude to achieving targets and meeting challenges	Essential	Application / Interview	
Flexibility to work out of normal working hours on occasions	Essential	Application / Interview	
Car driver with own transport and insurance	Essential	Application	