

Brentwood Catholic Children's Society

Job Description

Job Title:	Fundraising & Partnerships Officer
Reports to:	Head of Voluntary Income
Place of work:	133, High Street, Billericay, Essex, CM12 9AB
Hours of work:	30 / 37 hours per week (negotiable)
Salary:	£25 - £28K Full-time

Brentwood Catholic Children's Society (BCCS) supports the emotional health and wellbeing of children, young people and their families, delivering services in schools across Essex and East London. We also provide therapeutic support to children, young people and their families in our dedicated counselling rooms in our new premises. More recently, we have been offering training and supervision to school staff. We rely on fundraising in communities and with organisations, parishes and schools to deliver our services. Our recent move into our new home provides a spring board from where we can further develop our work with children and young people.

Purpose of the Post

This is an excellent opportunity for an enthusiastic and motivated individual to gain valuable experience in fundraising for a well established and expanding charity. As a Fundraising Partnership Officer you will be generating income from new and existing fundraising activities in line with BCCS income generation strategy. You will develop and manage relationships to deliver maximum long-term impact and income through effective personal relationship management across key support audiences. Working with the existing team you will recruit, support and develop fundraising volunteers from existing and new audiences.

The post requires someone who can manage a high degree of responsibility and who is confident working independently and creatively. You must have excellent organisational skills and be proficient at managing your time and priorities effectively.

Main Responsibilities:

1. As part of the Fundraising team you will play a key role with a remit to maintain and increase income from community sources including (but not exclusive to) businesses, clubs, schools, community groups and individuals.
2. To devise, write, design and implement new fundraising ideas and appeals.
3. To actively engage supporters to run events and activities in support of BCCS
4. To give talks and presentations to local organisations i.e. schools, clubs, community groups etc, to increase awareness of and support for BCCS.
5. You will help with identifying and supporting bids to charitable trusts, foundations and local authorities.
6. You will implement and follow correct processes to ensure complete legal and data compliance.
7. Develop a strong network across Essex & East London ensuring constant communication and collaboration with the rest of the team.
8. Be an active ambassador for BCCS both internally and externally.
9. Take a flexible approach to managing a wide and varied workload whilst prioritising and ensuring the achievement of targets within a fast-paced and changing environment.
10. The role will also provide support to enable the team to achieve their fundraising objectives and you will be required to undertake any appropriate work as delegated by the Head of Voluntary Income.
11. You will report directly to the Director in relation to the development of new initiatives.
12. Commitment to the organisation's aims and values.

Person Specification

This person specification should be read with the job description for the post of Fundraising & Partnership Officer. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate	Essential	Desirable
Fully computer literate with excellent PC skills including word processing and spreadsheets.	✓	
Ability to self-organise, prioritise and meet deadlines.	✓	
Ability to work under pressure while paying attention to accuracy and detail.	✓	
Demonstrable organisational interpersonal and relationship building skills.	✓	
Ability to inspire and motivate others.	✓	
Dynamic self-motivated individual able to work unsupervised whilst also being a team player.	✓	
Ability to communicate effectively and influentially with a range of stakeholders verbally and in writing.	✓	
Excellent presentation and public speaking skills.	✓	
Professional and friendly approach to supporters and volunteers.	✓	
Empathetic to the aims and values of BCCS.	✓	
Knowledge of schools and working in a school environment.		✓
Knowledge of the charity sector.		✓
A proactive attitude with drive and enthusiasm to carry out projects to conclusion.	✓	
An attitude to succeed in achieving corporate goals.	✓	
Have an understanding of the Catholic Church and other faith groups.		✓
A sales, promotion, or fundraising background is welcome, but not essential.		✓

Special Job circumstances:

- The role requires travelling across the Diocese of Brentwood.
- There is the requirement for occasional evening and weekend work.
- The post holder must be able to drive and have full access to a car.

Please note BCCS reserves the right to amend this job description in line with changes needed within the service. This will be done in consultation with the post holder.