



Job description - Community Fundraiser (part time – 15 hours per week) at School for Parents.

An exciting opportunity has arisen for an experienced and self-motivated Community Fundraiser to come on board with School for Parents in Nottingham. The main purpose of the role is to develop and grow income from a range of activities, individuals and local businesses in line with our fundraising strategy. School for Parents operates on an annual budget of around £200,000 and we need to widen our sources of income to ensure the stability of the charity into the future. We are flexible with work patterns.

School for Parents is a Nottingham-based charity that helps children with mobility and communication problems develop the skills they need to thrive and achieve their potential.

The closing date for applications is Monday 8 August 2016.

Please email your CV and a covering letter to claire.richmond@schoolforparents.org or post to: Claire Richmond, School for Parents, c/o Iona School, 310 Sneinton Dale, Nottingham, NG3 7DN

Please note that we are closed from 25 July to 8 August.

Job title	Community Fundraiser
Category of staff	Permanent
Reporting to	Manager of School for Parents
Responsible for	No line management responsibility
Location	Nottingham (office or home based)
Hours of work	15 hours per week
Salary FTE	£20,000 - £25,000 (FTE)
Holidays	5 weeks plus Bank Holidays
Notice period	4 weeks
Probation period	6 months

Service Description

School for Parents is a charity that provides a range of services to help babies and children with mobility and communication difficulties to develop the skills they need to thrive and achieve their potential. Our work is inspired by the principles and practices of Conductive Education developed at the Peto Institute in Hungary, a holistic education approach used to help children with disabilities consciously learn the life skills that come more naturally to others. Our work encourages the development of motor, sensory and self-help skills such as sitting, standing, touching, listening, looking, eating and playing. The age range of children attending our service is between 6 months to 11 years of age and group sessions are conducted with parents present, thus ensuring a collaborative and partnership working approach.

For more information about School for Parents please visit: www.schoolforparents.org

KEY JOB RESPONSIBILITIES

- Working with volunteers, manage the annual Cherub's Ball and develop other activities within our fundraising calendar
- Utilise fundraising techniques to encourage, motivate, develop and maintain sustainable relationships with supporters in the local community in order to maximise fundraising potential
- Be a key contact for community, corporate and families' fundraising enquiries, collation and sending of information to potential and current supporters when necessary and advising the general public and colleagues on queries relating to fundraising
- Manage, facilitate and promote fundraising and profile-raising events
- Develop and manage effective administrative processes to support relationship management and provide a high standard of donor care, including the recording of all data relating to community and other fundraising
- Conduct research on potential new fundraising opportunities
- Manage charity collection box activity within the community and local businesses
- Deliver talks and presentations to a variety of audiences
- Represent School for Parents as required

General Responsibilities

- Participate in an effective and continuous development process, taking responsibility and ownership for your own professional development and changing requirements of the role
- Be continually aware of the need for improvement and development of all aspects of advice and information to donors and colleagues
- Contribute to the protection of individuals from the risk of abuse and harm to self
- Present a positive image of self and the service when communicating with a range of people
- Work in accordance with School for Parents operational policies and procedures
- Work within legal and charity guidelines
- Comply with legal and regulatory requirements such as provisions set out in the Data Protection Act 1998 and Health and Safety at Work Act 1974
- Be proactive in reporting any issues that may put health, safety and security at risk and to seek appropriate help as necessary.
- Support equality and value diversity and recognise people's rights in accordance with legislation, policies and procedures.
- Value people as individuals by acknowledging and recognising people's express beliefs, preferences and choices.
- Record detail accurately and concisely and be confident in the use of Word, Excel and online systems
- Work as a team member, sharing information and supporting colleagues
- Constructively share views and suggestions to improve the service

This list of duties and responsibilities is not intended to be exhaustive. The successful applicant will be expected to adopt additional tasks when required in keeping with the general profile of the role.

We particularly welcome applications from disabled people and parents of disabled children

Community Fundraiser Job Specification

Area	Competency	Essential	Desirable
Qualifications	Institute of Fundraising (IOF) qualification or training		x
Skills and Abilities	Must have excellent communication and listening skills with a variety of audiences at all levels, both internally and externally	x	
	Must be able to communicate effectively both in writing and verbally	x	
	Must be able to present written information in a structured and accessible manner which is appropriate to the needs of the reader	x	
	Must be able to complete and collate information from a range of sources	x	
Experience	Proven fundraising experience	x	
	Experience of setting up and running events	x	
	Experience of working in the not-for-profit sector	x	
	Experience of using influencing and negotiating skills effectively	x	
	Experience of working with local media		x
Knowledge	Knowledge of using Spreadsheets		x
	Knowledge and understanding around record keeping	x	
	Knowledge of family participation and involvement		x
Personal attributes / qualities	Able to manage time and a varying workload	x	

	Honest, reliable and accountable	x	
	Enthusiastic, committed and passionate about improving the lives of disabled children	x	
	Creative approach to work and problem solving	x	
	Able to demonstrate a consistent method of working to others and to operate with integrity	x	
	Will demonstrate effective collaboration with colleagues and external partners	x	
	Able to lone work and also work as part of a team	x	
	Proactive approach to fundraising	x	

School for Parents
c/o Iona School
310 Sneinton Dale
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0115 958 6641 | enquiries@schoolforparents.org

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