



**Job description - Community Fundraiser (part time 21 hours per week) at School for Parents in Nottingham.**

A motivated, inspiring, resourceful Community Fundraiser, brimming with ideas and enthusiasm to generate income is needed to enable us transform the lives of young disabled children and make a real difference to their parents. Come and work with a small, dedicated team where every day you'll see positive outcomes of your efforts to help our local charity and centre for Conductive Education in Nottingham continue to shine.

This is an exciting opportunity for a community fundraiser to join us at a time of change. You will be experienced, enthusiastic, target driven and self-motivated, able to galvanise support from individuals, groups, local businesses, and schools. You will be keen to get involved in a variety of fundraising activities and be the main point of contact involving members of the public to widen our sources of income to ensure the stability of our charity into the future. You must have a full UK Driving Licence and access to a car.

We are flexible with work patterns.

**The closing date for applications is Friday 24 February 2017 at 5pm.**

**Interviews will be held on Wednesday 8 March 2017.**

To apply, please email your CV and a covering letter to [nathalie.bailey-flitter@schoolforparents.org](mailto:nathalie.bailey-flitter@schoolforparents.org) or post to: Nathalie Bailey-Flitter, School for Parents, c/o Iona School, 310 Sneinton Dale, Nottingham, NG3 7DN

Job title	Community Fundraiser
Category of staff	Permanent
Reporting to	Manager of School for Parents
Responsible for	No line management responsibility
Location	Nottingham (office hot-desk or home based)
Hours of work	21 hours per week (to be worked flexibly)
Salary FTE	£20,000 - £25,000 (FTE)
Holidays	5 weeks plus Bank Holidays (pro-rata)
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, a holistic education approach developed at the Petö Institute in Hungary 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](http://www.schoolforparents.org)

## **KEY JOB RESPONSIBILITIES**

- Manage (with support from volunteers) an annual fundraising Ball and develop a range of other activities within our fundraising calendar to achieve an agreed income target
- Maximise fundraising potential by developing and maintaining sustainable relationships with supporters in the local community
- Facilitate and promote fundraising and profile-raising events
- Be the key contact for fundraising enquiries
- Manage effective CRM administrative processes to 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
- Represent the charity 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 our charity's 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
<b>Qualifications</b>	Institute of Fundraising (IOF) qualification or training		x
<b>Skills and Abilities</b>	Excellent communication and listening skills with a variety of audiences at all levels, both internally and externally	x	
	Present written information in a structured and accessible manner appropriate to the needs of the reader	x	
	Excellent planning and organisational skills	x	
	Build relationships and maximise opportunities for increased engagement and income generation across individuals, community supporters, and groups including schools and local businesses	x	
	Effective use of influencing and negotiating skills	x	

	Confident in fundraising through social media	x	
<b>Experience</b>	Cultivating donor relationships	x	
	Setting up and coordinating events	x	
	Working with local media		x
<b>Knowledge</b>	Budgeting and forecasting	x	
	Understanding of record keeping	x	
<b>Personal attributes / qualities</b>	Be target-driven with a proactive approach to fundraising	x	
	Resourceful and creative approach to work and problem solving	x	
	Enthusiastic, committed and passionate about the cause	x	
	Ability to demonstrate a consistent method of working to others and to operate with integrity	x	
	Ability to work alone and as part of a team, managing own time and a varying workload	x	
	Honest, reliable, and accountable	x	

School for Parents  
c/o Iona School  
310 Sneinton Dale  
Nottingham NG3 7DN

0115 958 6641 | [nathalie.bailey-flitter@schoolforparents.org](mailto:nathalie.bailey-flitter@schoolforparents.org)

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