



Hackney Playbus

Fundraising Officer Job Pack Oct 2020

Job Title: Fundraising Officer

Contract: One year fixed term.

Part time: 16 hours p/w

Salary range: £13.00-14.08/hr depending on experience

Closing Date: noon 16th November 2020.

Hackney Playbus - a much loved local charity supporting children under five and their parents and carers in Hackney and surrounding boroughs is looking for a hard working, enthusiastic and creative person to join us as a Fundraising officer, to lead on the development and submission of fundraising bids.

We are looking for someone who is willing to absorb themselves in the ethos and work of our charity and use flair and enthusiasm to develop new ways of bringing in both short term and longer term funding streams. The charity has been going since 1972, we are approaching our 50th anniversary which offers a 'not to be missed' opportunity to raise our profile. We have a huge body of impactful work and a wealth of fundraising successes to draw upon and we are looking for an individual with fundraising experience, a flexible and creative approach to fundraising and an 'eye to the winds of change'. The role would include fundraising from Trusts, Foundations, Lottery and Statutory funds as well as developing support from the business sector.

The successful candidate will be interested in our work, our approach to supporting children and understand the essential role of supporting children and their parents/carers during the crucial early years. The ideal candidate will have a passion for persuasive writing, they will be efficient, with good attention to detail, organised and a self starter. They will be reliable in meeting deadlines and be organised in working in collaboration both with the Director and the wider team in the development of larger multi year funding applications. They will be competent with numbers, budgets and financial projections.

Please note:

- Interviews will be held in the week starting 30th November either by video conference or in person at the Hackney Playbus office address at E9 5QG
- Applications must be made on the Hackney Playbus application form, downloadable from our website, CVs will not be read or considered.
- We can only consider applicants who already have the right to work in the UK.

JOB DESCRIPTION

Job Title:	Fundraising Officer
Responsible to:	Director
Contract:	12 months - 16 hrs per week
Salary:	£13.00-£14.08/hour (Full time equivalent £23,660 - £25,625 p.a.) Employer contributory pension scheme is available
Hours of work:	16 hours per week
Location:	Flexible working from home or Hackney Playbus offices in E9 5QG. Days of Work: Flexible - Monday to Friday, with very occasional weekend and evening work by arrangement.

Hackney Playbus is a small charity dedicated to bringing play opportunities and support to families who need it the most. We are looking to recruit an enthusiastic and motivated Fundraising Officer who wants to make a positive difference in the lives of children under five years old in East London.

Job Purpose

To identify a diverse source of funding opportunities for the charity, including multi year and partnership funding streams, to submit funding requests and applications and build the relationships necessary to maintain a steady annual income for Hackney Playbus. To support the Director and Trustees with plans for the upcoming 50th anniversary year.

Job Summary

The Fundraising Officer will work closely with the Director to:

- Draw up a annual plan of fundraising opportunities from a range of sources including Trusts, Foundations, Lottery, Statutory and Corporates/businesses
- Undergo the research necessary in order to write applications in line with the timetable
- Liaise as necessary with the Director and relevant Hackney Playbus wider team in order to develop applications that are appropriate to our work and in line with Hackney Playbus strategic plan
- In line with the agreed annual plan to initiate and develop relationships with other organisations in order to develop partnership funding opportunities
- Keep the Director informed of the status of applications and update the monitoring requirements spreadsheet when applications are successful.

- Play a role as part of the Hackney Playbus team in the development of new initiatives and partnerships

Key Duties and Responsibilities:

Fundraising

- To regularly research the viability of funding opportunities from diverse sources including statutory commissioners, charitable trusts, European funders, community groups, government funding etc. keeping the Director apprised of new opportunities arising.
- To write and submit fundraising applications for appropriate funds as agreed by the Director in line with the agreed Fundraising annual plan.

Development

- To support the work of Hackney Playbus in external and internal meetings with current and potential funding bodies
- To develop positive working relationships and partnerships with diverse agencies to support the organisation
- To assist in the development of strategies towards covering all service delivery and charity support costs.

Administration

- To maintain records and copies of funding applications and ensure ease of access and clarity of status and progress of applications
- To provide reports on fundraising matters as required by the Director and Trustees
- To develop systems with colleagues for the collation of accurate and timely monitoring information

Finance

- To keep the Director informed of arrangements regarding payment of successful grants

Marketing and Communication

From time to time to provide support in the following areas:

- planning publicity strategies and campaigns.
- writing and producing presentations and press releases.
- updating social media posts.
- dealing with enquiries from the public, the press, and related organisations.
- helping to organise and attending promotional events such as press conferences, open days, exhibitions, tours and visits.

Values and Attitudes – the Hackney Playbus ethos

- All Hackney Playbus employees and volunteers are expected to demonstrate the Hackney Playbus ethos and values by working positively as part of a team in line with all Hackney Playbus agreed procedures, contributing to the delivery of a high quality service and to a culture where all are welcomed, valued and supported.

Other

- To be aware of and abide by all Hackney Playbus policies including our Equal Opportunities and Diversity policy, GDPR and Health and Safety policy and procedures.
- To participate in internal/external meetings and training
- To undertake any additional tasks as deemed necessary by the Director.
- Acknowledging the need for professional sharing of information with relevant parties the Fundraising officer is required to maintain strict confidentiality of information conveyed to them as confidential by Trustees, Playbus families. Staff, volunteers and external organisations.

PERSON SPECIFICATION

Criteria	Essential (E) or Desirable (D)
Qualifications	
GCSE in Maths and English or equivalent	E
Knowledge	
Knowledge of the types of funding opportunities available to charities and how to access and apply for funds.	E
Knowledge and understanding of office systems and procedures	E
Knowledge and understanding of the educational, developmental and health needs of children and their families	D
Knowledge and understanding of the Early Years Foundation Stages	D
Knowledge and understanding of procedures for safeguarding and promoting the welfare of children	D
Experience	
In fundraising for a charity/not for profit organisation	E
In carrying out desk based research	E
In identifying a variety of fundraising sources	D
In working alongside team members involving them in the design of a project plan/funding application	D

In creative writing and report writing	E
Skills and Abilities	
Strong and persuasive literary skills	E
Self motivated	E
Good communicator and strong presentation skills	D
Good IT and administrative skills - well organised and methodical	E
Able to work well as part of a team	E
Enthusiastic and committed to the work of Hackney Playbus supporting the needs of children under five.	E