

## Welcome to the Field Studies Council

### Fundraising Officer with Field Studies Council Head Office

**The base location for this position is negotiable – remote / home working is an option.**

Imagine a role that offers you both unique opportunities and challenges; where you are an important part of an empowered team who strive to create a truly memorable experience for every individual who visits our Field Studies Council Locations and where you have the chance to demonstrate your passion to deliver the highest standards of customer service and care. No matter what role you perform at the Field Studies Council, everyone can make a difference... if you want to join our successful Environmental Education Charity and you have what it takes to make a difference then we want to hear from you.

Included in this pack is the key information relating to our **Fundraising Officer** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- For Information about the Field Studies Council visit [www.field-studies-council.org](http://www.field-studies-council.org)

**The closing date for receipt of your completed application is 11.59pm on 8 August 2024**

We reserve the right to close the vacancy early if we're in receipt of sufficient applications. Please apply early to avoid disappointment.

Interviews are scheduled to take place online or at a Field Studies Council Centre in the week commencing 19 August 2024

Shortlisted applicants will be contacted by email.

If you have any queries regarding this vacancy, please call Gemma Edmonds on 01743 852109

We look forward to receiving your application.

**Gemma Edmonds**  
**Fundraising Manager**

## Job Description

<b>Job Title:</b>	<b>Fundraising Officer</b>
<b>Grade:</b>	Senior Team Member
<b>Location:</b>	Base negotiable – remote / home or on-site working at one of our Centres is an option
<b>Reports to:</b>	Fundraising Manager

### Job Purpose:

Working under the direction of the Fundraising Manager you will help to grow our charity's impact and revenue streams by fundraising for environmental education, benefitting people and nature by securing funds from supporters, trusts/foundations, and businesses. The focus is to support the building of relationships with potential legators and turn strategic and operational priorities into practical funding bids. You will work with expert team members focused on: marketing, business development, education, and infrastructure.

### Key responsibilities:

- Researching and identifying potential trusts/foundations/businesses as suitable external funders for designated target projects.
- Building/maintaining positive relationships and working with relevant internal and external stakeholders to draft fundraising bids/applications, develop persuasive project proposals/business cases, and to collate the required supporting documentation.
- Undertaking post-application/ongoing funder related administration tasks as delegated as the project progresses.
- Proactively develop positive, long-term relationships that grow Field Studies Council's pipeline of prospects and opportunities to join useful networks/consortiums.
- Undertaking relevant administration and record keeping, working with the wider organisation as well as the Fundraising team.
- Supporting at events and funding meetings, as required.
- Assisting with the collation and presentation of the Field Studies Council's scale, impact, and learnings for internal and external audiences. This includes supporting with monitoring, evaluation, case studies and advocacy work as directed.
- Maintaining an up-to-date knowledge and understanding of relevant governmental, sector and business opportunities to identify potential funding opportunities; understanding their priorities; and building and maintaining good relationships with those potential funders.
- Fundraising administration including gift processing, donor thanking and stewardship.
- Liaising with the Marketing team to make effective use of social media to keep stakeholders informed.
- Supporting the Fundraising Manager with strategic development and planning.
- Undertake any other duties that may be reasonably required to assist with other teams across the organisation and complying with all reasonable directions that may from time to time be given.

### General

- Ensuring compliance with all relevant legislation / Field Studies Council Operating Codes of Practice (OCOPs) / Health and Safety Handbook and procedures.
- Delivering a high standard of customer service and customer care.

- Ensuring the highest standards of quality are achieved in all duties carried out.
- Driving: Due to the occasional need to travel to meet with prospective funders and other stakeholders, attend events and training it would be advantageous if you are able to drive. To drive Field Studies Council vehicles, you will need to have a full valid driving licence, to have been driving for at least two years, and to undertake an internal assessment on commencement in the role.
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload.
- Maintaining professional standards at all times in accordance with Field Studies Council policies.
- Fulfilling your obligations under Field Studies Council's Behaviour Partnership to ensure a happy, productive working environment.
- Attending staff meetings as well as Field Studies Council internal and external training as required and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay).
- Undertaking any other duties that may reasonably be required by the Fundraising Manager.

### **Key Expectations:**

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving Field Studies Council's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The Field Studies Council reserves the right to vary these duties, as per the needs of the business.

Date of issue: July 2024

## Person Specification

Title: Fundraising Officer		Location: Homeworking / Base Negotiable	
Essential/Desirable Factors	E	D	How is this identified?
<b>1. Qualifications &amp; Experience</b>			
Experience of creating and managing successful supporter journeys to optimise donations, especially legators	✓		Application/Interview
Experience of writing and submitting successful fundraising bids to trusts/foundations and businesses	✓		Application/Interview
2 years' relevant experience working in a fundraising role/department	✓		Application/Interview
Qualified to Degree level or equivalent		✓	Application
Proven success in building internal and external partnerships/relationships to achieve positive results	✓		Application/Interview
Fundraising qualification or equivalent		✓	Application
Full valid Driving Licence		✓	Application
<b>2. Knowledge</b>			
Experience of using customer relationship and financial systems	✓		Application/Interview
Proficient in the use of office software and technology e.g. word processing, collaborative file sharing, databases, spreadsheets, and outlook	✓		Application/Interview
Understanding and knowledge of a wide range of funding sources, including for one or more of: environmental education, biodiversity education for adults, impacts of disadvantage on learning, outdoor day and residential education, infrastructure development.		✓	Application/Interview
<b>3. Skills</b>			
Excellent interpersonal skills, with the ability to develop and maintain relationships and communicate appropriately and effectively with a wide range of people at all levels, including presenting information clearly in both written and oral format	✓		Application/Interview
Excellent project management skills with the ability to adhere to deadlines	✓		Application/Interview
Excellent accuracy and attention to detail in all aspects of work	✓		Application/Interview
Strong personal organisation skills – ability and experience of effectively prioritising workloads and multi-tasking	✓		Application/Interview
Confident self-starter able to work effectively and accurately under pressure, adhere to deadlines and achieve high level outcomes	✓		Application/Interview

## Summary of Main Terms and Conditions

### Contract Term:

This is a permanent position.

### Remuneration:

Grade: Senior Team Member

Salary Grade: Scale Points 16 – 19, actual salary is £28,292 - £30,990 per annum

The point of entry within the salary grade will be dependent upon qualifications and experience. Further incremental progression within the grade will be subject to meeting required standards and satisfactory individual performance reviews.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Workwear is provided by the Field Studies Council.

### Hours of work:

The hours of work are 37.5 hours per week, which will normally be worked over five days, Monday to Friday, with a 30-minute unpaid lunch break each day. The exact working pattern can be discussed at interview.

There is an expectation that you will occasionally have to travel to other Field Studies Council locations or meeting venues within the UK. Where this is required, this would be agreed in advance and appropriate notice would be given.

### Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equating to 28 days (excluding Bank Holidays) during a complete holiday year. Part time workers, or anyone who joins part way through the year, will receive a pro-rata of the entitlement.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 2 additional days paid leave (pro rata for part time workers).

### Pension:

You will be eligible to join one of Field Studies Council's Pension Schemes.

### Sickness:

During periods of certified sickness, you will be eligible to receive sick pay in accordance with Field Studies Council's sickness absence procedures. The payment of sick pay is subject to compliance with Field Studies Council's rules for the notification and verification of sickness absence, details of which will be provided to you upon commencement of employment.

### Additional Employee Benefits:

These include Life Assurance\*, a Health Cash Plan with Westfield Health\* and a 24hr Counselling Helpline Service (\*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at Field Studies Council Head Office on 01743 852119.

### Probationary Period:

This post has a six-month probationary period, during which your suitability for the post will be assessed.

### Post Classification / Criminal Records Check Requirements:

This post has been classified as **Category C** (as defined in the Field Studies Council Code of Conduct) which means it is **not exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in

2013). No criminal records check is currently required; however, you must still meet the acceptance criteria as defined in the Field Studies Council Code of Conduct.