

Job Description:

Ascension Community Trust – Project Manager - Fundraiser

HOURS:	30 hours per week
RATE OF PAY:	£16.25 per hour (£25,350)
LOCATION:	Ascension Centre
RESPONSIBLE TO:	CEO
SCHEDULE:	TBC

MAIN AIMS OF THE POST:

Fundraiser

- To assist CEO in researching prospective funders for the organisation, record, and report on this research.
- As instructed to write grant applications to grant making trusts, government, and the local council to further the purpose of Ascension Community Trust.
- To report to funders on successful grant applications, in line with the conditions of the grant.
- To maintain appropriate records to ensure fundraising income is processed efficiently with timely acknowledgements, thank you letters, donor reports & HMRC gift aid claims.
- To oversee individual donor fundraising.
- To work with Senior Managers to set-up, introduce and maintain monitoring and reporting systems across ACT projects to produce quantitative and qualitative information on delivery.
- To research and compile relevant information on the needs and demographics of Custom House and Newham. Keeping up to date with funding and fund-raising opportunities through networking, attending events and reading relevant charity reports.

DUTIES AND RESPONSIBILITIES:

- Support the central staff team in monitoring and evaluating work across the whole organisation.
- Assist CEO in undertaking research on prospective trust and foundations, corporate funders, and statutory funders.
- Provide support for CEO in fundraising and promotional events – including planning, logistics and on-the-day support
- Networking with local partners and at borough-wide forums to establish and maintain relationships beneficial to fundraising.
- As instructed to write grant applications to grant making trusts, government, and the local council to further the purpose of Ascension Community Trust.
- To report to funders on successful grant applications, in line with the conditions of the grant.

- Liaise with CEO, Head Administrator and Senior Managers to ensure that accounts, funding contracts and project budgets are up-to-date and in alignment.
- To maintain an accurate database of donations and grants, write reports, proposals and plans which is reviewed and approved by the CEO.
- To liaise with senior staff collaborating upon applications and reporting appropriate, introducing training on fundraising processes when needed.

Administration for all roles

- To deal effectively with correspondence and administration.
- Obtain receipts for any purchases and keep accurate documentation

Personal and Professional Development

- To take part in training and development activities as identified in discussion with your manager and to take responsibility for continuous personal training and professional development.
- To attend and participate effectively in team meetings, supervision, and appraisal meetings.

Other Duties

- To adhere to the organisations safeguarding policy and codes of good practice.
- To ensure that confidentiality is maintained in line with the organisations policies and records are stored in line with the data protection act.
- To ensure that the organisations equal opportunities policy is implemented, and that careful thought is given to providing a non-discriminatory environment.
- To be familiar with and comply with ACT's Health and Safety and Policy. In the event of any immediate danger to take appropriate action to reduce the risk of physical danger to clients, children, parents, or staff and to bring these to the notice of senior staff.
- The post holder shall ensure that the duties of the post and those staff the post holder is responsible for are undertaken with due regard to ACT's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.
- It is the nature of the work of ACT that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staffs are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken as directed by the ACT Trustees.