



Community Fundraising Lead

Recruitment Pack

Thank you for your interest in the role of Community Fundraising Lead for Archway. This is a new post for Archway, and we are excited by the possibilities it can offer in helping us better tackle loneliness in Oxfordshire. Do contact us if you have any questions and we look forward to your application!

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Community Fundraising Lead

Create connections. Inspire local support.

Help us bring human connection to Oxfordshire.

Salary	£22,870 per annum for 21 hours per week
Hours	21 hours per week, with flexibility to agree slightly fewer hours
Location	Hybrid, with regular work in Oxford and across Oxfordshire
Reports to	Chief Executive Officer
Contract	Permanent
Start Date	January 2027 (to be agreed with successful candidate)

£22,870 actual salary is equivalent to approximately £40,295 FTE at 37 hours per week. If fewer hours are agreed, salary will be reduced pro rata.

Application deadline: 30th October 2026

To apply: send a CV and supporting statement to office@archwayfoundation.org.uk

Could you turn local goodwill into lasting connection?

The Archway Foundation is a grassroots Oxfordshire charity that creates connections that alleviate the hurt of loneliness. We are looking for an imaginative, practical and relationship-focused fundraiser to help more local people invest in that mission.

This is not a desk-only fundraising role. You will be visible in the community, building genuine relationships with local organisations, faith groups, community networks, individual supporters and people who want to fundraise for Archway. You will bring shape and momentum to our community fundraising, while making every supporter feel recognised, informed and part of something worthwhile.

You will own and deliver an evolving community and individual giving plan, create a purposeful fundraising calendar, improve the journey for one-off and regular donors, and develop engaging fundraising events and

appeals. You will also ensure our website supports giving effectively, coordinate donor and event communications, and oversee Newswire, our publication for supporters.

We already have a valued group of regular donors and the foundations of a local fundraising programme. The opportunity is to care for what is working, learn from supporters, and creatively build what comes next. For the right person, this is a chance to make a visible difference in a small charity where ideas can become action quickly.

You will have

- Practical experience of community fundraising and/or individual giving, with evidence of building relationships and generating support.
- The confidence, warmth and integrity to represent Archway locally and develop trust with a wide range of people and organisations.
- Creative ideas combined with the organisation and persistence to turn plans into well-run activity.
- Strong supporter communications, including accessible digital and written content.
- A genuine commitment to Archway's mission, values and respectful approach to people experiencing loneliness.

We will give you

- A meaningful role with ownership, variety and scope to shape our approach.
- Flexible part-time working and a hybrid base, balanced with the local presence the role requires.
- Close working with a committed staff team, volunteers, trustees and supporters.
- The chance to strengthen a community response to loneliness across Oxfordshire.

We actively encourage applications from people who are underrepresented in the charity and fundraising sectors. We welcome conversations about reasonable adjustments and flexible working.

Please send your CV and a supporting statement explaining how your experience meets the essential criteria, and why Archway's mission matters to you, to office@archwayfoundation.org.uk. For an informal conversation, contact Angelo Fernandes, CEO of Archway at angelo@archwayfoundation.org.uk to arrange a call. At The Archway Foundation, creating safe, supportive and inclusive relationships is at the heart of everything we do. We are committed to safeguarding and promoting the welfare of adults at risk and to safer recruitment practices. All successful candidates will be required to undergo appropriate pre-employment checks, including DBS checks where relevant to the role. You must have the right to work in the UK indefinitely as we are unable to offer sponsorship.

Job Description

The Archway Foundation is an Oxfordshire charity dedicated to reducing loneliness and social isolation for 43 years. We create human connection through compassionate, non-judgemental support delivered by staff and volunteers. Our mission is to create connections that alleviate the hurt of loneliness. Our values are Kindness, Compassion, Hope, Respect, Sustainability, Endurance and Integrity.

Role Overview

We need you to help us grow sustainable community and individual giving by building local relationships, creating engaging opportunities to support Archway, and delivering a thoughtful donor experience. The postholder will take practical ownership of community fundraising activity, regular and one-off giving, supporter communications and fundraising events, translating Archway's mission into clear, respectful and motivating ways for people to get involved.

You will work closely with the Chief Executive Officer; staff and volunteers; trustees; existing and prospective donors; community organisations; faith groups; local businesses; fundraising participants; event partners and suppliers to achieve the following:

- Develop and deliver an evolving community and individual giving plan, agreed with the Chief Executive Officer, with clear priorities, activities, measures and learning.
- Build and sustain relationships with community organisations, faith groups, local businesses, schools or other appropriate networks, and individuals across Oxfordshire.
- Create practical opportunities for people and groups to fundraise for, partner with and champion Archway.
- Act as an approachable local ambassador for Archway, attending meetings and community events as required, including occasional evenings or weekends by agreement.
- Provide guidance, resources and encouragement to community fundraisers and volunteers, ensuring activity is safe, well organised and aligned with Archway's values.

Individual Giving

- Nurture existing donors and grow one-off and regular giving through relevant, personal and well-timed stewardship.
- Design and improve supporter journeys from first contact or gift through thanking, updates, renewed giving and deeper involvement.
- Plan and deliver appeals and giving campaigns, testing ideas and using learning to improve future activity.
- Work with colleagues to ensure gifts are acknowledged promptly, preferences and consent are recorded accurately, and donor records are complete and useful.
- Identify appropriate opportunities for legacy awareness and other individual giving activity, proportionate to Archway's size and capacity.

Community Engagement

- Create and manage a realistic annual community fundraising calendar that balances income, relationship-building, visibility and staff capacity.
- Develop Archway-led and supporter-led events and campaigns, producing clear plans, budgets, risk considerations, communications and follow-up.
- Coordinate donor and fundraising event communications before, during and after activity.
- Evaluate events and campaigns, capturing income, costs, participation, supporter feedback and lessons learned.

Communications

- Ensure the fundraising and donation areas of Archway's website are clear, accessible, compelling, current and easy to use, working with relevant colleagues and suppliers where needed.
- Create or coordinate accurate and engaging donor content for the website, email, social media, printed materials and campaigns.
- Oversee the planning, production and distribution of Newswire, ensuring it strengthens connection with supporters and reflects Archway's mission and voice.
- Use respectful stories and evidence of impact, securing appropriate consent and protecting the dignity, privacy and choices of the people whose experiences are shared.

Other duties

- Maintain accurate supporter and activity records within Archway's systems, following data protection requirements and internal procedures.
- Monitor a focused set of measures, including income, return on investment, donor retention, regular-giver growth, engagement and pipeline activity.
- Provide concise progress reports, forecasts and recommendations to the Chief Executive Officer and, where required, trustees.
- Manage agreed activity budgets and suppliers carefully, securing value for money.
- Keep up to date with relevant fundraising practice and ensure activity is legal, open, honest and respectful, in line with the Code of Fundraising Practice and Archway policies.
- Contribute flexibly to the work of a small charity and undertake other reasonable duties consistent with the purpose and level of the role.

Person Specification

Essential

- Demonstrable experience of community fundraising and/or individual giving, with examples of turning relationships or ideas into support or income.
- Experience of building and maintaining positive relationships with supporters, partners or community stakeholders.
- Ability to develop a workable plan and calendar, prioritise activity and deliver reliably with limited resources.

- Excellent written and verbal communication, with the ability to adapt messages for different audiences and channels.
- Experience of creating supporter-facing digital or printed content and a sound understanding of what makes an effective donation journey.
- Ability to organise events or campaigns, manage detail and follow through from concept to evaluation.
- Confidence using databases, CRM systems or structured records to manage relationships and report on activity.
- Understanding of respectful, ethical fundraising, data protection and the importance of consent and dignity in storytelling.
- Self-motivation, creativity, sound judgement and the ability to work both independently and collaboratively in a small team.
- Commitment to Archway's mission and values, and willingness to work locally across Oxfordshire.
- Ability to travel locally for meetings and events. Reasonable travel expenses will be reimbursed in line with Archway policy.
- Willingness to work occasional evenings or weekends for agreed events, with time off in lieu or other arrangements in line with Archway policy.
- Regular presence in Oxford and across Oxfordshire is essential to the relationship-building purpose of the role.

Desirable

- Experience of growing regular giving, donor retention or supporter stewardship.
- Experience of working with faith groups, local businesses, community groups or volunteer fundraisers.
- Experience of website content management, email marketing or digital fundraising platforms.
- Knowledge of Gift Aid, fundraising event requirements and the Code of Fundraising Practice.
- Experience in a small charity or community organisation where responsibilities are varied and resources are limited.

Deliverables

- A clear, proportionate community and individual giving plan and calendar is in place and being delivered.
- Existing regular donors receive consistent, thoughtful stewardship and retention is understood.
- New relationships and fundraising opportunities are developing across local communities, faith groups and organisations.
- Archway's donation webpages and supporter communications present a clearer, easier and more compelling giving journey.
- Events and campaigns are better planned, communicated, evaluated and followed up.
- Reliable performance information supports decisions about where Archway should invest fundraising time and resources.

We want our recruitment process to be fair, accessible and focused on the capabilities needed for the role. Candidates do not need to meet every desirable criterion. We welcome transferable experience from paid employment, volunteering, community leadership and lived experience. Applicants may request reasonable adjustments at any stage of the process.