

Big Creative Education Foundation Fundraiser

Job specification pack



Welcome to BCEF part of Big Creative Education

Big Creative Education is a specialist creative arts college for 16-19 year old's based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCEF will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the

tools, technology, and training to unleash their full potential.

This is an exciting time to join BCE. We are in the process of establishing the new Big Creative education Foundation (BCEF). We are planning to launch the Foundation early 2027 and expand our offer to young creatives.

What our learners and alumni say...

96% of learners at BCE say their overall experience is good. Click on the link and hear what they had to say...



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

Post Title: Fundraiser for Big Creative Education Foundation (0.5)

- Contract Amount: £30,000 = 115 days x £260 per day (equivalent to £60k FT)
- Basis: Part Time (2.5 days a week)
- Weeks: 1yr fixed term contract, freelance role.
- Start Date: October 2026
- Reporting to: Alexis Michaelides MD BCT & Sacha Corcoran Principal BCA
- BCEF Board of Trustees
- Location: Creative Works, Blackhorse road, Walthamstow E17 6HL

Purpose of the role:

The Part-Time Fundraiser will lead on developing and delivering early-stage fundraising activity for BCEF, helping to secure income from a range of sources including trusts and foundations, individual donors, corporate partners, and events.

This role suits a proactive, experienced, organised fundraiser who enjoys building relationships, spotting opportunities, and working closely with a board of trustees in a growing organisation, recognising, understanding and promoting its primary objects.

Big Creative Education Foundation Charitable Objects are:

- **Advancement of education and training for the public benefit, particularly (without limitation) in the creative arts and in digital skills; and**
- **Relief of need arising from disadvantage, particularly (without limitation) by providing and increasing opportunity in relation to education and training. (“Objects”).**

continued...

Key Responsibilities

Principal Accountabilities:

Fundraising Strategy & Development

- Support the development and delivery of a realistic and sustainable fundraising plan
- Identify and research funding opportunities aligned with the Foundation mission
- Contribute to income targets and pipeline planning
- Identify seed funding opportunities to support operational growth

Trusts, Foundations & Grants

- Research and apply to relevant trusts, foundations, and grant-makers
- Draft high-quality funding applications, proposals, and reports
- Track deadlines, outcomes, and reporting requirements

Individual Giving & Corporate Support

- Support the development of individual giving and corporate fundraising opportunities
- Build and maintain positive relationships with donors and supporters
- Assist with stewardship and donor communications

Events & Campaigns

- Support planning and delivery of small-scale fundraising events or campaigns
- Help develop creative fundraising ideas that reflect the organisation's values

Monitoring & Administration

- Maintain accurate fundraising records and income tracking
- Support impact reporting and evidence collection for funders
- Ensure fundraising activity meets relevant legal and ethical standards
- Report into the board of trustees and Foundation advisors with regular updates
- Attend board meetings and produce board reports

Person Specification

A – Application I – Interview

ATTRIBUTES	REQUIRED	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications			
Degree in a relevant field	X		Application
Fundraising qualification		x	Application
Knowledge and Skills			
Proven ability to write clear, compelling funding applications or proposals	x		interview
Strong organisational skills and attention to detail	x		
Ability to work independently and manage multiple priorities	X		
Excellent written and verbal communication skills	X		
	x		
Knowledge of UK trusts and foundations		x	
Understanding of charity governance and fundraising compliance	x		
Knowledge of the Creative sector and creative economy	x		
Experience			
Experience of fundraising within a charity or not-for-profit setting	x		interview
Experience working in a small or start-up charity		X	
Experience of aligning fundraising strategies with marketing and PR strategies		x	
Proven track record of directly impacting the fundraising of a charity with measurable outcomes	x		
Why work for BCEF			
- A chance to shape fundraising in a new and growing education foundation - A chance to work alongside a respected and experienced education provider – Big Creative Education - Flexible working arrangements - Supportive leadership and collaborative working culture - Opportunity to make a meaningful social impact			

How to apply

To apply you must complete the application form on the BCT Jobs Page <https://www.bctforms.com/bct-staff-application-form-p1/>

Please direct any queries regarding this role to foundation@bigcreative.education and we can respond after the summer break (from 17th August)

Closing date for application is : 28th August

Interviews will be held the week of : 7th September

Safeguarding

BCE operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



What our staff say...



I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated "outstanding" by Ofsted at our last inspection.

Useful links

[BCE promo video >](#)

Socials

[Insta @we.are.bce](#)

[Twitter @we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

