



Fundraising Officer recruitment pack July 2024

About Catching Lives

Catching Lives supports people who are homeless or at risk of homelessness in Canterbury and East Kent, providing day centre, outreach and tenancy sustainment services. We work to end the harm caused by homelessness, rough sleeping and insecure housing.

Our day centre is a minute's walk from Canterbury East station. We open every day of the week to provide basic facilities (food, showers, laundry) alongside practical help, mental health support, specialist services from partner agencies, and an activity programme including sessions such as art, gardening, cookery and yoga.

Website: www.catchinglives.org

About the role

As the Fundraising Officer, you'll play a vital role in the charity by raising the funds that enable Catching Lives to deliver on its mission. You'll help to grow our income in order to meet increasing need for homelessness services. Working closely with the Chief Executive and Communications Coordinator, you'll apply and develop fundraising skills in a small charity with strong community links as part of an enthusiastic, dedicated team of staff and volunteers.

The role requires strong communication and organisational skills. You'll manage a varied workload, including public-facing responsibilities such as attending events and engaging supporters across the community, alongside desk-based activities around data, finance and planning. You'll be supported to apply your transferable skills and to develop as a fundraiser.

Catching Lives will support the post-holder to join the Level Three Fundraiser Apprenticeship at the University of Kent and provide day study release during the programme, which is mostly taught online. This is an excellent opportunity to grow your knowledge and skills for a career in charity fundraising. For more information see:

<https://www.kent.ac.uk/global-lifelong-learning/apprenticeships/employing-an-apprentice/fundraiser>

This role is open to anyone with the experience and skills listed in the Person Specification below, whether gained through paid or voluntary roles.

Please email Tasmin if you'd like to discuss the role before applying.

How to apply

Please read the Job Description and Person Specification below. Apply by sending a CV (2 sides max please) with a short covering letter/email outlining how you meet the essential points of the person specification.

Apply via Charity Job's Quick Apply option (which uses anonymous/blind shortlisting).

Application deadline: **9am Tuesday 6 August**. Interviews: 13-14 August (to be confirmed).



Job Description – Fundraising Officer

- Job title:** Fundraising Officer
- Hours:** 37.5 hours per week
Working pattern to be agreed with successful candidate, normally between 8.30am - 4.30pm Mon-Fri, with some evening and weekend working.
- Salary:** £26,965
- Location:** Hybrid with at least 2 days per week at Catching Lives' Open Centre on Station Road East, Canterbury.
- Annual leave:** 25 days plus bank holidays, rising by one day per year up to 30 days

Level 3 Fundraiser Apprenticeship

Catching Lives will support the Fundraising Officer to join the Level 3 Fundraiser Apprenticeship with University of Kent starting in either September 2024 or September 2025 (depending on employment start date), providing one day a week of study release during the course. The 13-month programme includes two 2-day residentials at University of Kent, with the remainder taught online. For full details of the programme please visit: <https://www.kent.ac.uk/global-lifelong-learning/apprenticeships/employing-an-apprentice/fundraiser>

Purpose

The Fundraising Officer is responsible for raising income through a range of methods so that Catching Lives can continue to deliver effectively on its charitable mission. This includes public giving, trusts and foundations, events, and corporate partnerships. The Officer manages fundraising data, finance and compliance. They also act as an ambassador for Catching Lives in the community and with key stakeholders.

Line management

The Fundraising Officer reports to Catching Lives' Chief Executive.

Key responsibilities

Fundraising

- Design and deliver fundraising initiatives/campaigns e.g. winter appeal.
- Identify and maximise opportunities to develop regular giving, appeals, one-off occasion donations and legacy giving.
- Research and identify potential grant funders e.g. using Funds Online.
- Prepare grant applications to trusts and foundations.
- Achieve KPIs, including income targets, set together with the Chief Executive.
- Write monitoring reports for funders, including qualitative and quantitative data.
- Contribute to Catching Lives' overall fundraising and income generation strategy.

Supporter engagement and stewardship

- Manage relationships and communications with existing supporters, including sending messages of thanks and acknowledgment.
- Develop positive relationships and partnerships with current and potential donors, including individual, community and corporate supporters.

Events

- Plan and deliver fundraising events alongside colleagues and external partners.
- Provide support to community fundraisers holding events in aid of Catching Lives.
- Connect supporters with opportunities to take part in sponsored events.

Communications and marketing

- Work with the Communications Coordinator to ensure effective regular promotion of Catching Lives' work and impact.
- Work with colleagues to develop a library of case studies and photos.
- Plan comms to ensure that fundraising initiatives are actively promoted.
- Create/update community fundraiser packs, fundraising web pages and other comms material relating to fundraising.
- Publish appropriate information about grant awards, in line with funder requirements.

Systems, processes and administration

- Maintain accurate, well-organised records including database records, financial information, agreements, contact details, communications, event attendance.
- Track and record giving through all channels and payment methods using agreed processes.
- Monitor deadlines, prepare grant applications and reporting in good time.
- Liaise with the Administrator to create project budgets, monitor receipt and expenditure of grants and donations, and ensure accurate reporting.
- Ensure Catching Lives has an adequate supply of branded materials to support fundraising events, community fundraisers and other public engagement.

Teamwork and client engagement

- Keep up to date with Centre activities and team including time spent on-site, team meetings, one-to-one in order to identify emerging needs and trends.
- Work with colleagues on fundraising bids, activities, evaluation and reporting.
- Speak to people using the day centre about their experiences of homelessness and insecure housing so that our fundraising is informed by lived experience.

Personal development

- Complete the Level 3 Fundraiser Apprenticeship.
- Attend training or other development activities as agreed with your line manager.
- Keep up to date with, and follow, best practice in fundraising, data protection and charity law.
- Proactively identify areas for development in knowledge or skills.

General

- Adhere to organisational policies and procedures.
- Undertake, as required, any other duties compatible with the level and nature of the post and/or reasonably required by the Chief Executive.
- Attend and participate in organisational meetings and training as required.

This job description covers the current range of duties and will be reviewed from time to time. Catching Lives reserves the right to change this job description.

Person Specification – Fundraising Officer

Experience

Essential

- Planning and delivering fundraising activities or events to achieve a target.
- Communicating with a diverse range of people or audiences to achieve a result.
- Using digital tools to manage information e.g. to record data, track progress, produce reports, schedule activities, manage projects.
- Managing a varied, time sensitive workload and prioritising across several activities in parallel to meet deadlines.

Desirable

- Using a CRM database for relationship management.
- Generating ideas and drafting content for communications e.g. newsletters, web pages, social media.
- Fundraising for a not-for-profit organisation.

Skills, Knowledge and Abilities

Essential

- Excellent interpersonal skills with the ability to build rapport and communicate sensitively, negotiating effectively to generate support.
- Clear and professional written and verbal communication.
- Strong analytical and methodical IT skills.
- Good basic numeracy and confidence in working with numbers and using spreadsheets.
- Positive and motivated with good judgement about when to work independently and when to collaborate with colleagues or seek help.
- Level 2 in English and Maths (equivalent to GCSE grades 9-4 or A*-C) or commitment to achieving this during the Level 3 Fundraiser Apprenticeship.
- A strong commitment to the work of Catching Lives in supporting people who are homeless or experiencing other challenges such as addiction or mental ill health.

Desirable

- An understanding of homelessness services and the key issues affecting people who are homeless.