

Fundraiser Job Description

Job title	Fundraiser
Reporting to:	Foodbank Manager
Contract:	Fixed term for an initial period of 1 year with a 3-month probation period.
Hours:	22.5 hours per week over 3 days (some flexibility required, including occasional evening or weekend work).
Salary:	£23,500 (FTE - £39,167)
Work base:	Hybrid

About Chipping Barnet Foodbank

Chipping Barnet Foodbank provides emergency food and support to people facing hardship across the London Borough of Barnet.

We support people who are dealing with a wide range of challenges, including benefit delays and sanctions, debt, rising living costs, low incomes, housing issues, and health problems. For many, we are one of the first places they turn to for help. But our work goes beyond food. We also help people access advice and support that can improve their situation and reduce the need for crisis support in the future. Our vision is a society where foodbanks are no longer needed.

About the role

We are looking for someone to grow our fundraising work and help raise funds for Chipping Barnet Foodbank. This is a hands-on, community-focused role. You'll spend time building relationships with local businesses, schools, faith groups, and individuals, helping them understand our work and find meaningful ways to support it.

You'll lead on community and individual fundraising activities. Alongside this, you'll work closely with the Foodbank Manager and will occasionally support grants and trusts work where needed.

This role would suit someone who enjoys meeting people, building relationships, and seeing ideas through from start to finish. It's also a role with real scope to shape and develop how fundraising works at the foodbank.

Key responsibilities

This role is focused on growing community and individual fundraising by building strong local relationships and developing sustainable support for the foodbank.

Community fundraising and partnerships

- Build relationships with local businesses, schools, faith groups, and community organisations to grow income and long-term support.
- Develop community fundraising activity, including events, seasonal campaigns (such as the Christmas Appeal), local initiatives, and partnership opportunities such as Charity of the Year.
- Represent the foodbank locally and identify new opportunities for support.

Individual giving & supporter care

- Build and maintain strong relationships with individual supporters so they feel valued and connected to the foodbank's work.
- Help grow regular and one-off giving through supporter engagement and key fundraising appeals, including the Christmas Appeal.
- Share updates and stories that communicate impact.

Grants & trusts

- Support the Foodbank Manager with grants and trusts work, including gathering information and contributing to applications where needed.

Planning, systems & reporting

- Track fundraising activity, income and progress, and maintain accurate supporter and donation records.
- Share updates with the wider team and contribute to fundraising planning.

About you

Skills and experience

- Experience in fundraising, community engagement, or a similar role.
- Experience planning or supporting events and campaigns.
- Strong relationship-building skills and confidence engaging with a wide range of people.
- Strong written and verbal communication skills.
- Good organisational skills and the ability to manage multiple priorities.
- Good IT skills, including MS Office.

Personal qualities

- Enjoys building relationships and being part of the community.
- Is proactive and takes initiative.
- Has an enthusiastic and positive attitude.
- Is organised and able to manage their own time.
- Is comfortable working in a team and independently.
- Communicates clearly in a way that connects with people.
- Shows empathy and understanding for people facing hardship.

What we offer

We are a small, supportive team and aim to create a positive and flexible working environment.

This includes:

- Annual leave: 25 days (FTE).
- Flexible working where possible.
- Opportunities for training and development.
- Support and learning opportunities through the Trussell network, including access to resources, training, and shared best practice.
- A role where you can see the direct impact of your work in the local community.