

Community and Events Fundraiser

Job Description

Our Vision

That children feel heard and supported towards happier lives

Our Mission

Our Mission at The Purple Elephant Project is to support children to transform their lives through the provision of high-quality, accessible and integrated therapy services

About The Purple Elephant Project

The Purple Elephant Project is a registered charity based in Greater London, providing therapy services for children and young people in need; helping to alleviate mental health distress by working through challenging and traumatic early life events. Using various forms of Play and Art Therapy (a form of child psychotherapy), the team of therapists help children express themselves in response to mental health related behaviours and symptoms, such as aggression, bereavement, emotionally based school avoidance, anxiety, sadness, regression. Therapy services are provided via outreach in schools, and at our small therapy centre in Twickenham.

The Purple Elephant Project fills a vital gap in local provision, offering a high level of professional therapeutic experience and qualifications. The charity supports the community through our vision that all children, no matter their circumstances, should be able to access the support they need, when they need it.

The Purple Elephant Project is a small but fast-growing organisation, which throughout its first years, has weathered the pandemic, and has demonstrated robustness in adapting and growing despite these challenges. We are currently supporting between 100 and 120 children a week.

Charity registration

The Purple Elephant Project is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO), under the registered charity number 1186434



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity No: 1186434

Safeguarding

The Purple Elephant Project is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trustees and volunteers to share this commitment. Successful applicants will be required to apply for/have an Enhanced DBS check in line with the Government safer recruitment guidelines, provide references and complete safeguarding training, and will need to demonstrate a willingness to observe safeguarding procedures at all times.

Diversity and Inclusion

The Purple Elephant Project is committed to equal opportunities and antidiscrimination practices. We believe that everyone has the right to be treated with consideration and respect. The Purple Elephant Project is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. We aim to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender, marital or civil partnership status, ethnicity, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Further information on our Charity can be found by visiting www.thepurpleelephantproject.org

Job specification



Job Title	Community & Events Fundraiser
Reporting to	CEO
Contract	Permanent, Part-time, 20 hours per week, worked flexibly across at least 3 days. Flexibility required for occasional evening/weekend events.
Salary	£32,000 - £35,000 FTE (based on 37.5 hpw)
Location	Hybrid. This role combines home working with regular attendance at The Purple Elephant Project Centre in Twickenham and frequent engagement within the local community. As building relationships and representing the charity locally are key aspects of the role, we are seeking someone who is based within easy travelling distance of the area.
Holiday	28 days per annum pro rata, inclusive of bank holidays
Pension	Auto Enrolment Workplace Pension Scheme

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Purpose of the role

This is a new role focused on growing PEP's community and events fundraising, with a particular focus on Richmond and Hounslow. Building on relationships and opportunities already established by the charity, the postholder will develop strong local connections, support and inspire community-led fundraising and take responsibility for delivering engaging fundraising events and initiatives.

Reporting to the CEO, the postholder will take day-to-day ownership of PEP's community and events fundraising, working independently while collaborating closely with colleagues across fundraising and marketing. They will bring energy, creativity and warmth to the role, helping to raise income and PEP's profile locally while building a strong and connected community around The Purple Elephant Project.

Key Responsibilities

1. Community Relationships & Fundraising

- Build on existing relationships with local supporters, schools, community groups and organisations, while developing new connections across Richmond and Hounslow.
- Inspire and support individuals and groups to fundraise for PEP through challenges, events, campaigns and community-led activities.
- Identify and develop local fundraising opportunities, working collaboratively with the Head of Partnerships where opportunities involve potential corporate partnerships.
- Provide warm and thoughtful stewardship that encourages supporters to stay involved with PEP.

2. Events & Campaigns

- Take responsibility for planning, coordinating and delivering PEP fundraising events, including our annual Purple Party, working with colleagues, volunteers, venues and suppliers to ensure their successful delivery
- Support challenge and event participants, volunteers and community fundraisers to have a positive and engaging experience.
- Work with venues, suppliers, volunteers and partners to support successful and financially viable events.

3. Supporter Engagement & Local Profile

- Represent PEP at local events, networking opportunities and within the community, acting as a warm and enthusiastic ambassador for the charity.
- Work with marketing and fundraising colleagues to promote opportunities, share supporter stories and develop engaging fundraising communications.
- Help deepen relationships with supporters and encourage repeat fundraising and ongoing involvement.

4. Income, Planning & Administration

- Contribute to agreed community fundraising and event income targets and plans for growth.
- Keep accurate supporter, activity and income records using the charity's CRM and other systems.
- Monitor activity, income and event costs, providing regular updates on progress and opportunities.
- Work within fundraising regulations, data protection requirements and charity policies.

Person Specification

Essential

- Relevant fundraising experience, ideally within community and/or events fundraising, with the confidence to take ownership of fundraising activity and work independently.
- Experience of successfully planning and delivering events, with the organisational skills and confidence to take responsibility for an event from planning through to delivery.
- Excellent people and relationship-building skills, with the confidence to engage with a wide range of people.
- Proactive, enthusiastic and able to use initiative, while working collaboratively as part of a small team.
- Strong written and verbal communication skills.
- Able to work locally across Richmond, Hounslow and the surrounding area, with flexibility for occasional evenings and weekends.
- Genuine enthusiasm for PEP's work and alignment with our relational, child-centred ethos.

Desirable

- Knowledge of Richmond and Hounslow and/or established local networks.
- Experience of working with schools, community groups or volunteers.
- Experience of using a CRM or maintaining supporter/customer records.
- Awareness of fundraising regulation, data protection and charity best practice.
- Experience of monitoring fundraising income, expenditure or event budgets.

Other requirements

- Able to travel independently around Richmond, Hounslow and the surrounding area; a driving licence and access to a vehicle will be required where this is necessary to fulfil the role.
- Satisfactory Enhanced DBS check.
- Right to work in the UK.
- Awareness of safeguarding and Health and Safety responsibilities.