

JOB DESCRIPTION

JOB TITLE	Community & Events Fundraiser
HOURS	24hrs per week
SALARY	£32k FTE (£21,760 pro rota)
REPORTS TO:	Fundraising Manager
LOCATION:	Wendover, Buckinghamshire — hybrid working available

Our Mission

The Chilterns Neuro Centre empowers local people affected by MS, Parkinson's and strokes to live happier and healthier lives, by providing professional physical, practical and emotional support.

Role Outline

To lead, develop and deliver an engaging programme of community and events fundraising, contributing to a target income of £180,000 in 2026, with continued growth in future years to support the increasing demand for the charity's services.

To lead and manage a team of volunteers, supporting the team to increase income across a wide range of community and events fundraising activities; this includes a wide range of fundraising activities; collections, sponsored and ticketed events, creating and supporting fundraising groups, as well as supporting groups and individuals organising fundraising events and activities on behalf of the Chilterns Neuro Centre.

To develop existing community and events fundraising and create new innovative campaigns and activities to increase and generate significant net income and supporter engagement.

To provide excellent donor care for all fundraising activities, developing productive and lasting relationships with the community and converting them into loyal supporters.

Key Responsibilities

Financial

- To lead the strategic planning and budgeting process for the community and events fundraising programme, set in agreement with the Head of Fundraising and Fundraising Manager.
- Responsible for forecasting, monitoring and achieving community and events fundraising income and expenditure budgets within agreed time frames including monthly reports and take contingency action/reforecasting where necessary.
- To ensure that all activities are cost effective as possible, monitoring expenditure to ensure the best possible ROI and profit. A minimum of a 2:1 ROI is expected with the ambition of 3:1 ROI.
- To ensure fundraising products put the supporter at the centre of what we do, and we look at long term potential of all fundraising activity.

Management

- To lead, manage all community activities to ensure that budget is achieved.
- To recruit, train, develop and assist fundraising volunteers to support activities.
- To manage relationships with outside agencies and suppliers e.g. golf clubs, venues and event suppliers.

Planning and Organisation

- Responsible, in collaboration with the Head of Fundraising, for developing a detailed strategic plan for community and events fundraising, to generate significant net income, awareness and support for the Chilterns Neuro Centre.
- To deliver high-quality community fundraising events to raise awareness of the Chilterns Neuro Centre in the local area.
- To use the fundraising database (Donorfy), to effectively administer and manage fundraising activities in conjunction with the fundraising team.
- To produce post-event evaluations and future recommendations for all activities / events in line with the agreed minimum requirements.
- Responsible for producing business, time and marketing plans before key activities to ensure a structured approach and a good ROI and profit.
- Responsible for health and safety for community and events fundraising activities. Ensuring that all necessary risk assessments are completed before any fundraising activity is undertaken and that all H&S and fundraising regulations are followed strictly to ensure the safety of staff, volunteers and supporters.
- Responsible for implementing emergency procedures in reaction to unexpected incidents at community fundraising events e.g. injured participant.

- To be physically active in setting up and taking down at events and community fundraising activities, including long periods of time of standing and unsociable hours.
- To arrange appropriate Chilterns Neuro Centre attendance at events organised in the local community when required.
- To effectively and efficiently manage all resources, including staffing or volunteers, for Chilterns Neuro Centre activities to maximise reach and fundraising potential.

Communication

- To recruit and develop strong long-term relationships with community groups, schools, sports clubs and individuals to increase awareness, support and donated income.
- To effectively manage key fundraising volunteers to deliver income and attend activities.
- To work with the Communications Manager to produce marketing plans that ensure online and offline media coverage, with the appropriate call to action for community and events fundraising activities and events.
- To work closely with the Digital and Challenge Events Manager to plan and deliver a coordinated programme of community and events fundraising, ensuring a consistent approach that effectively engages and supports our donors.
- To confidently present the key messages of the Chilterns Neuro Centre and encourage support via a variety of media including; informal conversations, networking, presentations, written literature, newsletters and website copy.
- Implement a high level of donor care to maximise fundraising potential and encourage long-term support.
- To produce copy for, and assist in, the development of any promotional materials required within the agreed budget.
- Ensure all relevant staff, volunteers and members are thoroughly briefed on community and events fundraising activities.
- Always represent the Chilterns Neuro Centre positively.
- Communicate with a wide range of supporters and stakeholders, where necessary effectively solving and managing difficult situations.
- Ensure a high level of donor / supporter care to maximise fundraising potential and long-term support.
- Work closely, in a collaborative environment, with all Fundraising team members to ensure that all community and events fundraising activity is integrated and aligned with the overall fundraising strategy, to maximise overall income for the Chilterns Neuro Centre.

Reporting

- Produce monthly report of activity and outcome for Head of Fundraising

Additional information

Accountable to:

Fundraising Manager, Head of Fundraising, Chief Executive and Board of Trustees

Management responsibility:

Volunteers

Internal relationships:

Fundraising & Communications Team, Senior Leadership Team, trustees, clinical staff, Centre volunteers, staff colleagues, members and visitors.

External relationships:

Supporters and donors, local businesses and companies, clubs and community organisations, politicians and public representatives, business and networking groups, and members of the public.

This job description will be reviewed as part of the post holder's annual appraisal and is not intended to be a complete list of responsibilities. To meet the ever-changing needs of the Chilterns Neuro Centre, you may be required to perform other duties within your capacity, appropriate with your competence, professional qualifications and general level of responsibility within the charity.

The Centre believes in providing appropriate training and development for all employees and the post holder will be encouraged to attend appropriate courses (internal and external).

The Centre can provide its high-quality service thanks to the enthusiasm and commitment of both staff and volunteers. We expect all staff to work positively alongside our volunteers and to demonstrate our values of excellence, collaboration, respect, dignity and professionalism always.

The post-holder will carry out their duties according to the philosophy of the Centre, always acting in such a manner to justify public trust and confidence and to safeguard the interests and confidentiality of patients, their carers and families.

All Centre staff and volunteers agree to adhere to the charity's Code of Conduct and all charity policies and procedures.

Health and safety

Manual handling and / or heavy lifting	Partially required for this role. Moving and lifting of equipment.
Full, current, valid UK driving licence	Required for this role.

Access to a vehicle which can be used for work purposes	Required for this role.
Car insurance, including business cover	Required for this role.
Disclosure & Barring Service Check (formerly Criminal Records Bureau)	Required for this role.

PERSON SPECIFICATION

Education, training and qualifications	Essential	Desirable
First Aid qualification		Y
Experience		
Significant experience working in community and events fundraising	Y	
Proven experience of organising fundraising events that have raised more than £10k net profit	Y	
Proven experience of identifying opportunities and planning new activities within a community and events capacity	Y	
Success as part of a team achieving demanding income goals	Y	
Experience of setting and managing budgets	Y	
Experience of building and maintaining public relationships	Y	
Experience of working effectively in a team	Y	
Experience of presenting to groups of people	Y	
Experience of successfully managing paid staff and/or volunteers to achieve results	Y	
Knowledge and skills		
Knowledge of the principles of community and events fundraising	Y	
Excellent verbal and written communication skills, including presentation skills and confidence in public speaking	Y	
IT literate (eg Word, Excel, Powerpoint, Publisher, Outlook, databases, social media)	Y	
Excellent planning, organisational and implementation skills	Y	
Excellent customer service skills	Y	

Excellent analytical skills to evaluate activity / financial awareness	Y	
Ability to work accurately with excellent attention to detail	Y	
Ability to build relationships with a diverse range of people	Y	
Personal qualities / other		
Knowledge and understanding of multiple sclerosis, Parkinson's or Stroke		Y
Drive, initiative and enthusiasm	Y	
Ability to work autonomously and as an effective member of a team	Y	
Caring and empathetic approach, excellent interpersonal skills	Y	
Flexible and adaptable to a variety of tasks	Y	
Ability to prioritise effectively and work under pressure	Y	
Commitment to the Centre's mission and aims	Y	
Willing and able to work outside of normal hours to cover fundraising activities as necessary (Time off in lieu is provided)	Y	