



Job Title: Community Fundraiser

Ref: 19112024

Location: Waterside Centre, Newbury (Hybrid working arrangement)

Salary: £25,000 pro rata

Contract: Part-time (18 hours per week, flexible working arrangements considered)

Reports to: Business Development Manager

About Berkshire Youth

Berkshire Youth is a dynamic and impactful youth charity based in Berkshire, dedicated to empowering young people to thrive and achieve their potential. We provide essential services, support, and programs to help young people from all backgrounds overcome challenges and build brighter futures. With a strong presence in the community, we are committed to delivering sustainable outcomes for the young people we serve.

Role Purpose

We are seeking an enthusiastic and proactive Community Fundraiser to join our team on a part-time basis. In this role, you will be responsible for driving community fundraising efforts across Berkshire, engaging with local groups, businesses, schools, and individuals to raise vital funds for Berkshire Youth. You will play a key role in building relationships with supporters, planning and delivering community fundraising events, and increasing awareness of our cause to ensure we can continue to provide life-changing services to young people.

Key Responsibilities

- Develop and implement a community fundraising strategy to grow income from local communities, groups, and businesses.
- Identify and build relationships with community groups, schools, local businesses, and other potential supporters.
- Plan, organise, and deliver fundraising events and campaigns in local communities, from small-scale events to larger fundraising initiatives.
- Support individuals and groups who wish to fundraise for Berkshire Youth, providing guidance, materials, and support to maximise their efforts.
- Increase awareness of Berkshire Youth's work by attending community events, delivering talks, and engaging with local media where appropriate.
- Maintain accurate records of community fundraising activities and income generation, reporting regularly on progress to the Business Development Manager.
- Work closely with internal teams to ensure a joined-up approach and to maximise fundraising opportunities.
- Ensure all fundraising activities are compliant with relevant regulations, guidelines, and Berkshire Youth's values and policies.



Person Specification

Essential Criteria:

- Proven experience in community fundraising or a similar fundraising role.
- Strong relationship-building skills and the ability to engage with a wide range of people from different backgrounds.
- Demonstrable experience in organising successful fundraising events, campaigns, or activities.
- Excellent communication skills, both written and verbal, with the ability to deliver engaging presentations and talks.
- Strong organisational skills with the ability to manage multiple projects and meet deadlines.
- Ability to work both independently and as part of a collaborative team.
- Proficiency in using Microsoft Office applications.
- Passionate about youth work and a commitment to the mission of Berkshire Youth.

Desirable Criteria:

- Experience in working within the youth or charity sector.
- Knowledge of fundraising regulations and best practices.
- Proficiency in using fundraising databases.
- Familiarity with the Berkshire community and local networks.

What We Offer:

- A supportive and friendly team environment.
- Opportunities for professional development and career progression.
- The chance to make a real impact in the lives of young people in Berkshire.
- Hybrid working arrangements to support work-life balance.
- 28 days of annual leave (pro-rata for part-time roles), inc bank holidays.
- Extra Day off for your birthday
- Access to our Employee Assistant Programme

How to Apply

If you are passionate about making a difference in the lives of young people and have the skills and enthusiasm to succeed in this role, we would love to hear from you. Please send your CV and a covering letter outlining your suitability for the role to admin@berkshireyouth.co.uk by Friday 17th January 2025.

For more information about Berkshire Youth and the role, please visit our website at www.berkshireyouth.co.uk

Berkshire Youth is an equal opportunities employer and encourages applications from all backgrounds.

This post is subject to an Enhanced DBS, the Right to Work in the UK and satisfactory References and probation period