



## Job Description

<b>Title:</b>	Foodbank Trusts & Corporate Fundraiser
<b>Location:</b>	Oasis Centre, Waterloo, SE1
<b>Hours:</b>	24 hours per week, including breaks
<b>Working schedule:</b>	Weekend and evening work may be required in this role, therefore time off in lieu will be given in accordance with current policy.
<b>Line manager:</b>	Head of Youth Service & Fundraising
<b>Line management of:</b>	Nil staff

### Organisational context:

Oasis's vision is for community – a place where everyone is included, making a contribution, and reaching their God-given potential. We do this through our Oasis hub model; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community, which includes delivering first-class and innovative education.

Oasis is an inclusive and Christ-centred organisation, and Oasis Hub Waterloo was born out of a developing church community. Oasis Church Waterloo continues to sit at the centre of the 'Hub', which delivers a wide range of integrated community services including a community centre, primary and secondary Academies, adult and further education opportunities, early years support, a Foodbank, advice services, a community farm, and well developed and diverse sports, arts, and social programmes for young people as well as a youth service at St Thomas' Hospital.

As Oasis Church and Oasis Hub Waterloo we've been involved in the Waterloo community for over 20 years, striving to help people of all ages and situations feel included, to know that they can contribute, reach their potential, and realise a deep sense of belonging. We're passionate about Waterloo, and we're building a movement of diverse people who work together to transform our local neighbourhood.

We've run the Waterloo Foodbank as part of Oasis Hub Waterloo for over a decade, welcoming clients to our Foodbank sessions held in our Oasis Centre community space. In March 2020, in response to the Covid lockdown, we moved to a delivery model, packing and delivering parcels from our warehouse in Streatham alongside other Lambeth foodbanks. We've recently formalised that arrangement, creating the Lambeth Foodbanks Partnership along with Norwood & Brixton Foodbank, and we're still delivering from our Streatham warehouse, alongside two weekly sessions at the Oasis Centre.

### Purpose of job

We're looking for someone who will working alongside our Head of Youth Service & Fundraising to raise much-needed funds, for the Waterloo Foodbank and associated strategic projects including the Lambeth Partnership.

The postholder would be responsible for writing funding bids for trusts, and also developing relationships with local businesses, to increase our unrestricted corporate income.



### **Specific Duties:**

To develop and manage a plan of funding applications to meet targeted financial and time-bounded targets.

### **Trust fundraising**

- Research and identify potential short- and long-term funders from among grant making trusts and statutory bodies.
- To prepare written applications in co-operation with and on behalf of Waterloo Foodbank projects and ensure suitable budgets are prepared.
- Develop relationships with existing funders.
- Keep abreast of developments within statutory and voluntary funding.
- Ensure timely and appropriate updates on projects are made to all funders.
- Co-ordinate, where appropriate, meetings between potential funders and the Hub Leader or Project Manager, and provide the necessary background information on that funder.
- Identify specific funding needs, both large and small that could be presented to different-sized funders.

### **Corporate fundraising**

- Develop relationships with corporate organisations that align with our values and vision that would be open to an approach for financial support.
- Support with maintaining a portfolio of potential corporate supporters through regular research, and maintain records for reporting and re-application, and a rolling calendar of charity of the year application deadlines.
- Work with Head of Youth Service & Fundraising to develop and maintain the corporate team's prospect pipeline, ensuring information is accurate and up-to-date.
- Where appropriate, represent Waterloo Foodbank at networking events.
- Supporting with the development and execution of corporate cultivation events – including, but not limited to, breakfasts, conferences, gala dinners.
- Work with Head of Youth Service & Fundraising to establish appropriate means of monitoring and evaluating activity, and ensure corporates receive regular and high-quality reports as required.
- Develop and manage supporter relationships, sharing information and leads as appropriate.

### **Other**

- Support the Waterloo Foodbank team with wider fundraising initiatives such as events and crowdfunding campaigns
- Explore new income streams

### **Relationships / Partners**

#### **Internal:**

- Oasis Hub Waterloo staff and volunteers

#### **External:**

- Lambeth Foodbanks Partnerships
- Foodbank referral agencies
- Trussell Trust
- Donors and supporters of the Foodbank
- Statutory bodies



- Grant-making Trusts
- Existing funders
- Local businesses

**General Duties**

- To actively participate in the wider life of Oasis, including staff meetings, staff conferences and discussion forums.
- To take opportunities to raise support for Oasis.
- To attend regular supervision with your line manager.
- To attend any relevant training courses as required by your line manager.
- To carry out appropriate duties, in line with the purpose of the job, as may be reasonably required by your line manager.

**Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

# Person Specification

## Trusts & Corporate Fundraiser

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Maths and English GCSE or equivalent Level 2 qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualification in fundraising.</li> </ul>
Job Knowledge	<ul style="list-style-type: none"> <li>• 3 years proven successful experience of fundraising.</li> <li>• Understanding of the statutory and grant-making funding sector.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of researching and developing targeted proposals for presentation to prospective supporters.</li> <li>• Experience of fundraising from corporates.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of working or volunteering within a not-for-profit organisation.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent written skills including writing persuasive copy for funding proposals.</li> <li>• Good interpersonal skills, ability to liaise with people at all levels, on the telephone, face-to-face and in writing,</li> <li>• Excellent organisational and interpersonal skills.</li> <li>• High level of computer literacy and familiar with Microsoft Office suite (particularly Excel for financial reporting).</li> </ul>	
Other Attributes	<ul style="list-style-type: none"> <li>• Team player.</li> <li>• Flexible and self-motivated.</li> <li>• Committed to partnership.</li> <li>• Self-motivated and confident lone working.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Have a willingness to demonstrate the values and behaviours which flow from the Oasis ethos.</li> <li>• Quality focused in all aspects of work.</li> </ul>	

