

Fundraising & Communications Officer

Department:	Income & Engagement	Reports to:	Senior Fundraising & Communications Officer
Employment term	Part Time, 21 hrs a week	Salary:	£23,743pa £14,246pa pro rata equivalent
Position based in	Manzil Way, Oxford, Oxfordshire, UK	Benefits	Employee Assistance Programme, Pension, 25 days (pro rata equivalent) plus bank holidays (Increases to 30 with increasing years of service), 4 week's unpaid sabbatical after five years' service and more

Organisation overview

Restore is dedicated to promoting better mental health through recovery, coaching, and training services. We aim to increase community awareness and equip individuals and organisations with the knowledge and skills to reduce mental health stigma. We are ambitious about driving more income and engagement, and this role is central to achieving that goal.

The Fundraising & Communications Officer will play a crucial role in enhancing Restore's income and engagement. You will communicate with a broad audience and raise funds through corporate and community relationships, and fundraising events. This role will enable Restore to raise funds to run recovery, coaching, and training services, to support better mental health, tell stories of hope and recovery, and increase awareness in the community to equip individuals and organisations with the knowledge and skills to reduce the associated stigma.

Working closely with colleagues across the Income and Engagement team (I&E) Volunteering team, wider teams, and Restore's partners, this role requires the ability to work independently and as a member of a team. Experience of working with volunteers or as a volunteer, track record of corporate and community relationship management and event organisation is desirable.

This post requires a highly motivated, committed, and organised person with excellent verbal and written communication, presentation, and interpersonal skills. Plus attention to detail and the ability to focus on technical tasks.

Key Responsibilities

Corporate and community relationships

- Develop and maintain positive relationships and high-value partnerships with individuals, community groups, members, and volunteers.
- Cultivate excellent relationships with regular donors, community groups, and charity partners, fundraisers and supporters through face-to-face meetings, telephone, email, social media and printed communications.
- Meet ambitious fundraising and performance targets by generating and retaining corporate and community relationships.
- Identify new fundraising opportunities, ambassador support, and influencer connections.

Event management

- Play a central role in the successful organisation and delivery of key calendar campaigns and events, from World Mental Health Day to the Oxford Half Marathon!
- Support the planning and execution of other corporate and community events, ensuring they align with Restore's values, mission and goals.

Communication

- Lead on a range of regular communication and outreach activities to diverse audiences - ensuring widespread awareness of *how to get support, give support and get involved* in a targeted way to the widest possible audiences. This includes email newsletters, social media posts, written letters, flyers, case studies, and more.
- Enthusiastic representation of Restore at public events and activities, helping to raise awareness of Restore's work.

Outreach and Business Development

- Collaborate on business development initiatives with Restore's Training and Volunteering teams and occasionally manage volunteers.
- Generate and maintain partnerships with key supporters, ambassadors and organisational partners.
- Build strong relationships with individuals who may be strong supporters, ambassadors or people who represent organisational partners.

Administration

- Support administrative tasks across the Income and Engagement team, including accurate and timely reporting and data processing.

Person Specification

Essential

- Passionate about ending mental health stigma and working in a charity comms and fundraising team.
- Strong interpersonal skills with experience in building rapport with individuals and groups.
- Capable of public speaking and promoting Restore's work
- Enthusiastic about collaborating with others and participating in public events.
- Creative and excited to offer new ideas for involving communities in fundraising.
- Strong research and problem solving skills, with the ability to think critically and act quickly. Ability to think logically, use initiative, and work autonomously prioritising effectively in order to meet deadlines, and deliver results.
- Excellent time management and organisational skills, and capable of delivering activities. on time and to target.
- Works well with others, including volunteers, fundraisers / supporters, and recovery service teams

Desirable

- Experience in creating digital and offline communications, with social media management and graphic design as a bonus.
- Experience in event and activity coordination.
- Experience in a charity and / or in mental health setting.
- Demonstrable high proficiency in English and Maths for clear communication, data analysis and financial reporting.
- IT Literacy – spreadsheets, word processing, presentations, email, analytics and website management a plus.
- Proven track record in corporate and community relationship management.
- Confident communicating - by telephone, in writing, and in person - with a diverse range of external stakeholders, for example partners or funders.
- A full driver's licence and access to a car.

Other considerations

- Willingness to work outside regular office hours for events etc (with 'time off in lieu' compensation)
- Willingness to travel within Oxfordshire. Public transport can be used.

About you:

Values and approach

An understanding and belief in Restore's values and approach to mental health recovery:

Recovery

You understand mental health recovery as a journey defined by the individual, which focuses on achieving personal control and purposefulness through a process of pursuing aspirations and reclaiming a fulfilling role in their community and wider society.

Empowerment

You empower staff by consulting, listening, and taking action.

You take a person centred approach to line management, valuing and responding to different life experiences, knowledge, and working styles.

You are committed to enabling and empowering people in their mental health recovery journey to manage their own mental health and wellbeing, supporting them to realise their potential.

Support

You prioritise supervision, learning and development and coproduce objectives with each member of your team.

You are responsive when things go less well and are solution focussed.

You take a restorative approach to tackling problems.

You understand the value and importance of continuous professional development.

Hope

You have a positive attitude and motivate your team through your commitment to Restore's mission, enabling them to understand the valuable part they play in achieving our overarching aims.

Respect

You understand the challenges faced by those of us experiencing a mental health problem and are committed to challenging the stigma and discrimination that persists about mental health.