



## **Role Description: Fundraising and Food Bank Project Officer**

**Contract:** 12 months fixed term contract (possibility of extension subject to funding)

**Working hours:** Full time, Monday – Friday 40 hours per week

**Salary:** £26,500 per annum

**Location:** Staple Hill, Bristol. The role will require 3 days a week working from the office and the other 2 can be working from home.

### About Ignite Life

Ignite Life is a small, grassroots charity based in Bristol that aims to support young people and families overcome adversity through three services: youth counselling, youth 1:1 mentoring and a community food bank. It was founded in 2019 to plug the gaps in provision for vulnerable young people at risk of slipping through the net.

Ignite Life believes that every young person, regardless of their background, deserves equal access to the support that they need to thrive.

### About the role:

This is an exciting opportunity for an organised and motivated individual to play a key role in supporting the sustainability and growth of Ignite Life's services.

The successful candidate will lead on fundraising activities, helping to secure income through grants, trusts and foundations, corporate partnerships and community fundraising initiatives. They will also contribute to monitoring and demonstrating the impact of our services, ensuring funders and stakeholders can see the difference that their support makes.

Alongside fundraising responsibilities, the successful candidate will oversee the day-to-day coordination of our food bank service, working closely with volunteers, community partners and service users to ensure that the service operates effectively and responds to local need.

This role would suit someone looking to develop their career within the charity sector while gaining experience across fundraising, project management and community service delivery.

### 75%: Fundraising

- Identifying, drafting and submitting bids for fundraising and grants.
- Explore corporate fundraising avenues.
- Research required for future fundraising and bid writing.
- Researching and reporting on the efficacy and impact of existing services provided by the charity.
- Managing current projects and successful funding rounds, including report writing and budgeting.
- Leading on our community fundraising events such as our Annual Fun Day.



#### 25%: Food Bank Management

- Managing food bank service delivery.
- Managing volunteer recruitment for the food bank and rota scheduling.
- Responsible for coordinating FareShare order and ensuring there is enough stock at the food bank through food shops and surplus food collection.

#### Skills, Knowledge and Capabilities

##### Essential:

- Experience of supporting charity fundraising activities, community events, income generation or grant applications.
- Strong written communication skills which can be transferrable to writing clear monitoring reports and funding applications.
- Experience coordinating projects, events, volunteers, or community activities.
- Good organisational and time-management skills with the ability to manage multiple priorities.
- Ability to build positive relationships with funders, volunteers, community partners and stakeholders.
- Able to work independently and use initiative.
- Understanding of and commitment to supporting young people and families facing disadvantage.

##### Desirable:

- Experience of writing successful grant applications.
- Experience working within the charity or voluntary sector.
- Experience recruiting, managing, or coordinating volunteers.
- Experience organising community fundraising events.
- Knowledge of food banks, food poverty, or community support services.
- Full UK driving licence and access to a vehicle.

We're looking for candidates who can demonstrate the skills, experience, knowledge and qualities listed above. But we also know that great people don't always tick every box on a job description. If you don't meet every single requirement but believe your transferable skills or lived experience could make you a strong fit, we'd still love to hear from you. Studies have shown that women and people from Black, Asian, Mixed Heritage and other ethnically diverse backgrounds often hesitate to apply unless they meet all the criteria.

#### How to apply

Please submit your CV and cover letter by 5pm on Monday 20th July.

For an informal discussion about the role, please contact [emilia@ignite-life.co.uk](mailto:emilia@ignite-life.co.uk)