



JOB DESCRIPTION

Job title:	Fundraising Officer
Location:	51 High Street, Green Street Green, Orpington, BR6 6BQ
Hours:	15 hrs pw
Salary:	£13,620 per annum (£28,800 full time equivalent)
Reports to:	Fundraising Manager

JOB SUMMARY:

The Fundraising Officer plays a vital role in generating income for The Maypole Project by supporting the Fundraising Manager in meeting or exceeding the annual fundraising targets. The role involves providing excellent stewardship to supporters and donors, building relationships in the local community and with potential corporate partners, assisting in the organisation and delivery of fundraising events, and promoting the charity's work through various communications activities.

Responsibilities

- Provide excellent supporter care and stewardship of existing supporters by responding to enquiries and enhancing engagement.
- Help identify, build and maintain relationships with community groups, local businesses and corporate partners.
- Assist in delivering public fundraising initiatives and promote opportunities for individuals, groups and organisations to support or donate to The Maypole Project.
- Maintain accurate and up-to-date supporter records in the CRM system (Beacon).
- Ensure all fundraising activity complies with the Code of Fundraising Practice.
- Provide practical and administrative support to the Fundraising Manager, including acting on their behalf when required.
- Work closely with and support volunteers, especially for community fundraising events and activities.
- Assist in maintaining the website, providing content for social media channels, email newsletters and printed materials to promote Maypole services and fundraising activities.
- Adhere to The Maypole Project's Safeguarding Policy and procedures at all times.
- Act promptly on any safeguarding concerns, reporting them in line with organisational guidelines.

- Maintain professional boundaries when working with children, young people, families and volunteers.
- Participate in mandatory safeguarding training and refreshers as required.
- Promote a culture of safety, respect and wellbeing across all activities and communications.

General responsibilities

- Work in line with The Maypole Project's vision, mission and values.
- Positively represent the charity in all interactions, internally and externally.
- Comply with all organisational policies and procedures.
- Promote equity, diversity and inclusion in all aspects of the role.
- Participate in team meetings, training sessions and charity events.
- Encourage and support meaningful service-user participation.
- Be willing to travel to other locations as required.

PERSON SPECIFICATION

Essential requirements

- Understanding of the charity sector and best practice in fundraising and supporter engagement.
- Experience in fundraising communications or a related field.
- Ability to use key digital tools such as Canva, Mailchimp, WordPress and JustGiving.
- Strong written and verbal communication skills, with great attention to detail.
- Good interpersonal and relationship-building skills; confident and persuasive communicator.
- Self-motivated, organised and able to manage workload independently and collaboratively.

Desirable:

- Experience supporting fundraising initiatives and donor stewardship.
- Knowledge of CRM systems.
- Full, clean driving licence and access to a vehicle.