



Job Description

Job Title: Fundraising Officer (part-time)	
Salary: £28,246 - £34,112 (this is the full-time equivalent rate) Hours per week: 22.5 - 30 hours (3-4 days per week). Ideally 4 days Probation Period: 3 months Contract: Permanent, part-time Start date: ASAP Flexible working: We will welcome applications for flexible working for this role.	Closing date: CV and covering letter of application to be received by midday Monday 15 th April 2024. Aspire reserves the right to close the recruitment early.

About Aspire

Aspire is a multi-award-winning employment charity and social enterprise, established in 2001. Practicing our values of being “Ambitious, Supportive, Participatory, Inspiring, Reliable and Enterprising”, Aspire supports people across Oxfordshire and the Thames Valley area, who have faced significant challenges in their lives such as homelessness, offending histories or substance misuse to find sustainable employment and housing, to break the complex cycles of re-offending, poverty and homelessness. Aspire provides 121 employability support alongside work experience on their own social enterprise businesses.

Aspire is a dynamic and forward-thinking organisation, enjoying rapid growth and tackling some of the most complex social issues that our communities are facing. Last year, Aspire supported over 2,000 local people experiencing disadvantage to move closer to employment and housing and achieve remarkable, lasting change.

Overall Purpose of Role

Aspire is excited to announce that we have a new opportunity for an experienced Fundraising Officer to join our small and dynamic Fundraising team. This post offers an excellent opportunity for someone wishing to apply their fundraising skills and knowledge, to transform the accessibility of personalised support and secure housing in Oxfordshire for people facing disadvantage, marginalisation, isolation and homelessness in our local community today. This is your chance to play a part in the fundamental change we are striving to achieve.

This role has oversight of the community, events and individual giving programmes, and the right candidate will have a proven track record of fundraising, achieving high standards and growing fundraising income.

You will have a significant impact on developing our community-based fundraising activities, creating and accessing exciting and meaningful opportunities to engage individuals, schools and organisations through both face-to-face and virtual means,

prioritising donor retention, community building, and ensuring fundraisers are cultivated, stewarded and thanked.

EQUALITY & DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with Aspire. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far, as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

SAFEGUARDING AND GDPR

Adherence to Safeguarding and GDPR requirements and training on these policies and processes is mandatory for all Aspire employees. All employees are expected to understand and promote effective Safeguarding and GDPR practices in all aspects of their employment with Aspire.

Key tasks and Responsibilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Fundraising

- Maintain and develop individual giving relationships with existing supporters through targeted communication and stewardship including using direct mail and e-communications through Salesforce, Aspire's database.
- Establish and lead on the development and delivery of our community fundraising and events (virtual and face-to-face events, challenges etc) programmes
- Inspire new supporters to raise money for Aspire, by nurturing and building relationships with community organisations, local businesses, schools and individual fundraisers, and actively pursue opportunities to grow this area of fundraising.
- Recruit and steward event participants, working with colleagues to maximise opportunities across the organisation.

Strategic Direction

- Work in conjunction with the Senior Fundraiser to have a good overall understanding of all revenue streams.
- Contribute to the development of a strategic plan to guide fundraising activities.

Communications

- Work with the Communications Officer to raise the profile of the charity with regards to fundraising opportunities and successes across our community.

Administration

- Maintain the fundraising database, Salesforce with all community-related leads and fundraisers, as well as activities related to individual giving.
- Write and design materials for fundraising aimed at the community and our individual donors.
- Contribute updates on fundraising for quarterly Newsletters.
- Write appeals and direct mail in collaboration with other members of the team.
- Work with the Communications Officer to maintain the website up to date with regards to fundraising activities and opportunities, and ensure these are accurately reflected in our database
- Undertake other activities and maintain other fundraising documents as agreed with Senior Fundraiser
- Stay abreast of fundraising good practice and legislation, ensuring compliance with the Charities Act and the Institute of Fundraising and FRSB codes of practice.

PERSON SPECIFICATION

- Demonstrable experience of community fundraising or the ability to clearly show transferable skills.
- Experience of individual giving from one-off donations through to digital fundraising
- Experience of working to targets and deadlines
- A passion for supporter stewardship and proven experience of driving supporter relationships and community fundraising engagement.
- Excellent writing and numeracy skills.
- Excellent standard of IT including Microsoft Office and databases - experience with Salesforce system is desirable
- Confident, friendly person with excellent communication skills.
- Adaptable team player.
- The ability to act in line with our values: Ambitious, Supportive, Participatory, Inspiring, Reliable, Enterprising, including by adopting a positive and customer service based approach to operational work.
- Able to value the diversity of everyone you work with, to be respectful of others and open to differing views and approaches.

- Flexibility to occasionally work evenings and weekends (time off in lieu will be given).

If this exciting role in a growing and ambitious charity and social enterprise is the opportunity you have been looking for, please apply by sending a copy of your CV and a covering letter by midday Monday 15th April 2024, for the attention of Rachel Lane, Senior Fundraiser.

Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed in the Person Specification and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted.