



THE COMMUNITY COUNCIL FOR SOMERSET

Recruitment Pack - Fundraising Officer

WHO WE ARE WHAT WE DO

Established in 1926, The Community Council for Somerset (CCS) is a charity working in all corners of the County. We believe everyone in Somerset should be able to live a healthy, independent and safe life and be part of a strong and thriving community.

Our work starts on the ground where our teams act as advocates using their **local expertise** to ensure that each community and its people flourish. Somerset is diverse and vibrant and we recognise that each town and village is unique. We can react to the changing needs of each community by **working in collaboration** to facilitate projects and enterprises that support positive change and **add value** throughout the County.

OUR MISSION

To inspire and enable Somerset's people, community organisations and enterprises to take action to build vibrant, visible and resilient communities.

OUR VISION

Vibrant, viable and resilient Somerset
Communities with healthy, happy people and strong, sustainable enterprises.



Families joined us for the first Interfaith Roadshow run by our Somerset Diverse Communities Team

MESSAGE FROM THE CEO

CCS is changing and we are in the process of refreshing our strategy and our understanding of what our communities need in Somerset as we look forward to the future. We have grown fast and are now the third largest Community Council in the UK and one of the biggest charities in our county.

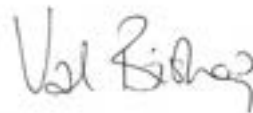
We are especially known for our innovative Village Agents service and the work we do within Somerset Diverse Communities. We are so much more and the future will bring opportunities and challenges as the world changes around us.

Our passion is seeing Somerset communities thrive, through support for the most vulnerable, for community development, for diversity and inclusion and for enterprise.

Our staff are what make this happen. We are a diverse and friendly team. We are looking for someone who shares our sense of purpose and passion. We want to benefit from your lived experience and your knowledge and skills. In return, we will support you through induction, training and providing the equipment you need to do the role.

We understand that your wellbeing is important and our flexible working arrangements, and hybrid working model mean that we can help you maintain a good work-life balance.

I really hope you will explore this pack and consider joining us.





FUNDRAISING OFFICER

At a glance

SALARY

£30,000 per annum

HOURS

35 hours per week

LOCATION

Office based with hybrid working.

CONTRACT LENGTH

Permanent contract

HOLIDAY

25 days per year plus bank holidays (pro rata)

REPORTS TO

Development Manager

ROLE DESCRIPTION

Fundraising Officer



Could you join our team?

This role is an important addition to the development and marketing team. It's focus is to drive support for the charity and grow untapped areas of income and support across Somerset, and beyond.

Becoming a financially sustainable organisation will be an important strategic goal for CCS in our new Five Year Strategy which will be launched in April 2024.

As Fundraising Officer for CCS you will support the Development Manager to establish diverse income streams to raise unrestricted funding for the organisation.

These will include fundraising from individuals, legacy, community and corporate fundraising. You will be an all-rounder, used to managing a varied workload and prioritising tasks.

You will work closely with our marketing team, also managed by the Development Manager, to develop storytelling and messaging across CCS programmes, but especially to illustrate the impact of our Village Agent programme, and the difference it makes to communities in Somerset.

KEY TASKS & RESPONSIBILITIES

FUNDRAISING

- To establish and develop fundraising across multiple funding streams, with the support of the Development Manager and CEO. The team have shared fundraising targets.
- To work closely with the Communications and Marketing Team to develop effective story telling and effectively promote fundraising activities.
- Work with the Development Manager to implement the fundraising strategy, in line with a changing internal and external landscape, with a core focus on individual giving, legacies, community fundraising and corporate support.
- Working with the wider team, establish and deliver a fundraising programme for individual and community giving.
- Support the Development Manager in developing and launching a legacy fundraising campaign.
- Collaborate on ideas for creative corporate funding opportunities in line with our strategy, support with the creation and presentation of funding proposals and identify a pipeline of potential donors and sponsors.
- Deliver excellent stewardship, ensuring high quality, timely communication and professionalism to maximise fundraising and increase donor retention.
- Ensure that all fundraising administration is completed and recorded in a timely fashion.
- Maintain an accurate database of contacts, donors and stakeholders; and update records and databases, ensuring compliance with internal policies and procedures as well as any legal requirements.
- Represent & promote CCS externally as required

STRATEGIC SUPPORT

- Develop plans to identify and cultivate engaged and passionate fundraisers within CCS.
- Contribute to the strategic development of the donor journey and work with the team to implement ongoing learning.
- Research and identify prospective new fundraising opportunities and activities across all income streams.
- Manage the Fundraising email inbox, ensuring any queries and requests are responded to or escalated in a timely manner.

KEY TASKS & RESPONSIBILITIES

MARKETING & COMMUNICATIONS

- Work with the Marketing & Communications team to ensure that media coverage of supporters and their activities are maximised.
- Work with the Marketing team to develop fundraising materials to deliver our fundraising objectives to specific audiences including prospects and funders.
- Work with the Admin team to create certificates and/or other appropriate forms of recognition and thanks.
- Contribute to internal and external newsletters and other communications and encourage people to sign up to our mailing lists.

OTHER

- Stay abreast of fundraising trends and other topics relevant to the role and the organisation.
- Adhere to CCS's policies and procedures, including concerning data, safeguarding, finances and fundraising.
- Undertake any other reasonable duties as may be required.



Working with our partners across Somerset

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**Thank you very much,
this is so very helpful,
and a much better long
term solution, you do
such a great job!
Invaluable in our
community.**

Client feedback

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ABOUT YOU

EDUCATION, QUALIFICATIONS AND TRAINING

ESSENTIAL

- 5 GCSE's or equivalent, to include English and Maths (A* - C grade).
- Willingness to undergo further relevant qualifications/training.

DESIRABLE

- Qualification from the Institute of Fundraising or similar.
- Degree in a relevant field.
- Evidence of CPD.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Contribution to / previous experience of working on successful income generation and development activity, including developing campaigns and accompanying literature, managing key partners and support delivery of a fundraising strategy.
- Experience working with at least one of the following income streams: Individual giving, community fundraising, legacy fundraising and/or corporate fundraising, and willingness to explore other income streams as per business needs.
- Knowledge of fundraising best practice.
- Experience of public speaking or confidently talking to and presenting to groups of people.
- Awareness of and experience of using a range of digital platforms.

- Experience of working within a team to meet financial targets.
- Good knowledge of the VCFSE sector in the south west, preferably Somerset.
- Knowledge of developing fundraising campaigns and messaging.

DESIRABLE

- Knowledge and understanding of Gift Aid, Data Protection Law and fundraising regulation standards and best practices.

ABOUT YOU

SKILLS

ESSENTIAL

- IT and database management skills, including Microsoft 365, and using CRM databases.
- Excellent organisational, and planning skills and ability to set and meet deadlines.
- Excellent written and verbal communication skills including confident presentation and influencing skills, and the ability to write persuasive and engaging content.
- Creative thinking.
- Ability and desire to “hit the ground running” and quickly integrate into a fast-moving environment.
- Excellent decision-making and the ability to exercise sound judgement.
- Excellent interpersonal and relationship building skills across internal and external stakeholders.



ABOUT YOU

PERSONAL QUALITIES

ESSENTIAL

- Entrepreneurial, innovative, personable, collaborative, and good at working both in a team and under your own initiative.
- Flexible and dynamic, with an ability to adapt and respond quickly to a fast-changing environment.
- Able to quickly build credibility internally and externally.
- Open-minded and able or willing to thrive in a multicultural, diverse team, workplace, and network of partners.

OTHER

- Ability and willingness to travel to supporter led events.
- Ability and willingness to work outside of 9 – 5 hours, including weekends when required.
- Full UK driving licence.
- Access to a vehicle insured for business purposes.
- Reliable home broadband.
- Suitable environment for home working.



HOW TO APPLY

Thank you for your interest in this role and joining CCS. We will consider part-time / job share applications to any of our vacancies and we welcome enquiries from every part of our community.

If you would like to talk to someone about this role before you apply, please contact our HR Team via recruitment@somersetccc.org.uk

To apply for this role, you can use our online form that can be found on our website www.ccslovesomerset.org/vacancies



Our new Refugee Agents have set up numerous
Welcome Centres around the county



THE COMMUNITY COUNCIL FOR SOMERSET

GET IN TOUCH

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