

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Fundraising Support Officer
Reporting to:	Head of Fundraising and Development
Salary:	£26,000 - £29,500 pro-rata (per annum) depending on experience - including London Weighting, plus up to 7% Pensions Contribution
Hours of work:	2-3 days a week - flexible
Annual Leave:	28 days per annum (pro-rata for part time), plus Bank Holidays
Location:	Beethoven Centre, Third Avenue, London W10 4JL
Contract:	Initial contract 12 months with extension subject to securing funding

Age UK Westminster aims to promote and enhance the well-being and quality of life of all older people in Westminster to help make later life a more fulfilling and enjoyable experience.

A job description is a written statement reflecting the main requirements and essential characteristics of the job. It is not intended to be an exhaustive list of the duties a post holder might be called upon to perform.

Age UK Westminster is seeking a fundraising officer to join its small and friendly team. In this role, the fundraiser will use expert communication skills and a keen sense of initiative to work closely with the Head of Fundraising and Development and spot fundraising opportunities, develop relationships with potential donors, and support delivery of fundraising campaigns and events in the community. They will be involved with coordinating events, writing proposals, and recruiting and leading volunteers to support with community fundraising campaigns/events while helping Age UK Westminster meet its fundraising annual targets.

The ideal candidate will be motivated, professional, and organised and have a experience in research. We're looking for someone who believes in the mission of Age UK Westminster

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Third Avenue
London
W10 4JL

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www.ageuk.org.uk/westminster

Registered Charity Number: 1018300; Company Number: 2788761

Chair: Fiona Healy-Connelly

and has exceptional drive for furthering our fundraising efforts as well as strategising and delivering on new ones.

Job purpose

- To support the Head of Fundraising and Development to identify, research and raise funds to agreed targets for the organisation
- Building and maintaining long-term fundraising relationships with funders and local businesses

Key Tasks

- * Manage, support and develop imaginative fundraising activities, some of which will be event-based
- * Contribute to bid writing for grant/trust applications
- * Develop and broaden corporate support

Fundraising

- Research individuals, corporations, and foundations that are interested in grant giving
- To write successful funding applications/proposals to grant awarding bodies, to reach an agreed annual target for current projects and new projects.
- Effectively convey the organisation's mission, vision, and programs to potential donors
- To secure unrestricted funding from different sources to support Age UK Westminster's programme of work.

Community Fundraising Events

- To support the Head of Fundraising and Development on the promotion of the Charity's community fundraising activities and events and develop a team of fundraising volunteers.
- Plan and organise cost effective community fundraising events which meet desired marketing and fundraising outcomes

Relationships

- To develop relationships with individual donors, statutory services, local businesses and corporates ensuring that high quality ongoing communication results in maintaining and developing in a supportive network of contacts to support the achievement of the charity's short-, long- and medium-term fundraising and strategic objectives.
- Liaise with colleagues and external partners to increase the likelihood of identifying and maximising funding opportunities from all possible sources.
- Attend meetings with businesses, funders, local council and NHS, trusts, local networks and stakeholder as and when required.

Administration and reporting

- To work closely with the Head of Fundraising and Development and maintain accurate and updated information on funders and supporters on the Charity Log database.
- Ensure database records are correct and up to date and adhere to the organisations reporting guidelines
- Ensure all activity is accurately and comprehensively recorded, and in accordance with the Data Protection /GDPR and Fundraising Regulator and other regulatory bodies.

Community Fundraising & Event Management

- To support the Head of Fundraising and Development on the promotion of the Charity's community fundraising activities and events and develop a team of fundraising volunteers.
- Plan and organise cost effective events which meet desired marketing and fundraising outcomes.

General responsibilities

- To work as a member of Age UK Westminster's staff team and support / assist colleagues in the achievement of organisation objectives
- To use initiative and work effectively with others
- To maintain service user confidentiality
- To review development needs through regular supervision and appraisal and participate in appropriate training and development activities
- To undertake other duties as may be reasonably required by the Senior Management Team or Trustee Board in the pursuit of the aims and objectives of Age UK Westminster
- To work within Age UK Westminster's values, principles, policies and procedures.
- Support Age UK Westminster approach to a broad, visible diversity and equality agenda and to ensure that we take account of the needs of the whole community.
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Person specification/experience

Essential:

- Exceptional communication and relationship building
- Ability to lead and motivate volunteers
- Strong attention to detail
- Excellent organisational and coordination skills
- Passion for research
- Strong understanding of confidentiality, safeguarding, equality and diversity
- Ability to travel independently within the City of Westminster.

- Ability to successfully balance priorities while managing multiple tasks and planning big events
- Experience of planning and running community fundraising events.
- A flexible approach to work, occasional late evening, weekend work may be required
- Experience of raising funds from corporate companies

Desirable

- A proven track record of achieving grant funding through writing successful grant applications from trusts and foundations
- Bachelor's degree (or equivalent) in communications, business, public relations, or related field
- Certification, diploma, or similar qualification in fundraising
- Competence with donor management systems
- Experience in writing press releases, and fundraising letters to donors
- Confidence in public speaking