



Herts Disability
Sports Foundation
Charity Number 1156034

Fundraising Officer Herts Disability Sports Foundation Hertfordshire

- Part time – 3 days per week (with flexibility)
- Salary - Full time equivalent (£27,319 to £33,951) depending on skills and experience
- Fixed Term Contract to January 2028, with the potential to convert to a permanent appointment

About us

Herts Disability Sports Foundation (HDSF) is a charity which supports children and adults across Hertfordshire, particularly individuals with physical and learning disabilities and neurodivergent people, to experience the benefits of sport and physical activity. HDSF believes that quality of life can be improved through involvement in sports and physical activity opportunities - and that everyone should have access to these benefits. Through inclusive community activities, cycling, outdoor programmes and specialist support, HDSF creates opportunities for people to be active, build confidence, develop skills and feel part of a safe and welcoming community, whilst having fun!

We are a relatively small charity (CIO with 7 permanent staff) and have a strong ethos of teamworking, openness and being flexible in our approach. We have a focus on staff development, work life balance and equal opportunities.

This is an exciting point in HDSF's development. We are putting a new fundraising strategy into action, sharpening how we communicate our impact and developing new fundraising products and partnership opportunities. The focus for the next phase is practical and relationship-led; building HDSF's profile across Hertfordshire, creating strong local connections and developing sustainable income that will allow HDSF to develop and build on their current impact.

About the role

We are looking for a proactive Hertfordshire-based Fundraiser to help turn this new strategy into activity and income. This is a hands-on, fundraising role with considerable autonomy. You will develop relationships with community groups, local businesses, supporters and networks across the county; promote new fundraising opportunities; follow up leads; and keep the systems and administration behind that work organised and up to date.

The role is flexible and home based, but it is not purely remote. Being visible within Hertfordshire is central to the role, so you will ideally live in the county and be able to travel independently to meetings, activities and events across the region.

As this is a new role, we have commissioned specialist fundraising support to develop the strategy, tools and products behind the role. The successful candidate will receive a structured induction, practical fundraising training, templates and ongoing coaching from the fundraising consultant, alongside support from the HDSF team. We are looking for someone with the right foundations, local understanding and motivation to put that support into practice.

We are realistic about what can be achieved in 3 days per week and recognise that strong fundraising relationships take time to develop. You will join a friendly and engaged team of staff, Trustees and volunteers who are eager to help make the role a success, alongside the guidance and ongoing support of an experienced fundraising consultant. With a clear strategy, new fundraising products and practical tools already in place, you will be well equipped to get started quickly and focus on the right priorities.

A detailed job description for this role is provided below.

How to apply

Please send your CV with a short covering email explaining your relevant experience, your connection to Hertfordshire and why the role interests you to Sine Bates, Chief Operating Officer - Sine@hdsf.co.uk.

Closing date: Tuesday 17th November

Interviews: Monday 23rd November

Preferred start date: to be mutually agreed

We are happy to receive applications in alternative formats and will make reasonable adjustments throughout the recruitment process.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

HDSF is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and we will ensure that our recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at HDSF. Appointment will be subject to successful Enhanced DBS clearance and satisfactory references. All HDSF staff and volunteers are required to undertake regular safeguarding training.

Equal opportunities

HDSF is committed to equality, diversity and inclusion and is a credited Disability Confident Employer. We welcome applications from people with the skills and experience needed for the role and particularly encourage applications from disabled people, people with lived experience of disability, and people from communities that are under-represented in the charity sector.

HDSF Fundraising Officer



Herts Disability
Sports Foundation
Charity Number 1156034

Job Description

Post Details	
Job Title	Fundraising Officer
Reporting To	Chief Operating Officer
Location	Home-based within Hertfordshire, with regular travel across the county
Hours	Equivalent of 3 days per week (22.5 hours), with flexibility over when the work is undertaken
Contract	Fixed Term Contract until the end of January 2028, with the potential to convert to a permanent appointment subject to funding
Primary Job Purpose	To build HDSF's community and corporate fundraising presence across Hertfordshire by developing relationships, generating and following up opportunities, delivering agreed fundraising activity and maintaining the accurate administration needed to support sustainable growth.
Salary	Full time equivalent (£27,319 to £33,951) depending on skills and experience, actual salary (£16,391 to £20,370).

Key Responsibilities

The Fundraising Officer will play a key part in supporting HDSF to;

- establish a visible and credible fundraising presence across Hertfordshire,
- build a pipeline of community and regional corporate opportunities,
- convert opportunities into new relationships, activity and income,
- provide supporters and partners with consistent, thoughtful stewardship, and
- create accurate records, clear processes and useful insight that strengthen HDSF's long term fundraising capability.

1. Community fundraising and local relationships

- Build relationships with community groups, schools, clubs, local networks, individual supporters and other potential fundraising partners across Hertfordshire.
- Promote and help deliver HDSF's new community fundraising products, campaigns and events.

- Support individuals and groups that choose to fundraise for HDSF, providing a warm, responsive and well organised experience.
- Represent HDSF at relevant local meetings, networking opportunities, activities and events.
- Identify opportunities to grow awareness, participation and income within different communities across the county.

2. Regional corporate fundraising

- Develop warm, purposeful relationships with local businesses, using agreed propositions and materials.
- Generate and follow up opportunities including Charity of the Year partnerships, employee fundraising, sponsorship, gifts in kind and volunteering support.
- Prepare for and attend introductory meetings, make appropriate asks within agreed parameters and keep momentum through timely follow-up.
- Work with colleagues, trustees and existing supporters to make effective use of local networks and introductions.

3. Fundraising administration and supporter care

- Maintain accurate prospect, supporter and partner records using HDSF's agreed CRM and tracking systems.
- Record contact, actions, relationship owners, income, follow-up dates and next steps consistently.
- Ensure supporters and partners are thanked promptly and receive relevant, proportionate updates.
- Use agreed templates and processes while adapting communications so they remain personal and appropriate.
- Manage your own diary, workload and follow-up activity, escalating risks or significant opportunities when needed.

4. Planning reporting and learning

- Translate the fundraising strategy into an agreed activity plan with clear priorities and realistic targets.
- Provide concise updates on activity, pipeline, income, learning, risks and next steps.
- Track results and use what is learned to improve future outreach, products and supporter journeys.
- Take part in training and coaching, test new approaches and apply feedback to your work.
- Work collaboratively with staff, Trustees, volunteers and external fundraising support.

5. Job Location

The role is home based but will require the job holder to travel across Hertfordshire to visit HDSF activities, meet with potential contacts, regional networks and individual donors. The role is part time – 3 days per week – and flexible working is possible with the agreement of line management.

Person Specification

Essential;

- Passion for the work of HDSF and a commitment to equal opportunities
- Practical experience of community fundraising and experience of developing relationships with local or regional businesses
- A warm and confident approach to building relationships with different people and organisations
- Strong written and verbal communication skills, including the confidence to pick up the phone, attend meetings and follow up opportunities
- Good administration, organisation and attention to detail
- Confident use of email, spreadsheets, shared documents and CRM or database systems
- The ability to work independently, manage competing priorities and take responsibility for moving activity forward
- Ability to work in a diverse team and communicate effectively with colleagues from different work specialisms
- To be based in Hertfordshire and able to travel independently across the county

Desirable;

- Existing knowledge of Hertfordshire communities, businesses or networks;
- Experience supporting events, campaigns, sponsorship or Charity of the Year partnerships;
- Experience working in a small charity, community organisation or similarly hands-on environment;
- The ability to judge when to act, when to ask for advice/support, and when an opportunity is not the right fit.
- An understanding of disability inclusion, accessible communication or inclusive sport
- Experience of working to activity or income targets.