

Job Description:	Community and Events Fundraiser
Contact Type:	Permanent
Responsible to:	Head of Business Development
Salary:	£28,371. – £31,099. p/a (pro rata)
Hours:	PT 21 – 35hrs (FT: 35 hours) Monday to Friday with some out of hours work expected.
Location:	Blended - CamSight Offices, Homeworking

About CamSight

CamSight is a Cambridgeshire charity that supports local people of all ages living with low vision and blindness to live the lives they choose. We work to enhance independence, improve well-being, and improve inclusion.

Our vision

A world of equality, in which people of all ages who are blind or have low vision achieve the possibilities they choose in life.

Our values

At CamSight, we strive for a world of equality, in which people of all ages who have low vision and blindness achieve the possibilities they choose in life. In this mission, we aim to uphold the following values in all that we do:

- **Person-centred**
Our beneficiaries are at the heart of everything we do. We see individuals as whole people, not defined by one element of their lives. Our work is holistic in approach. All are welcome at CamSight.
- **Empowering**
We enable everyone to be able to reach their full potential. We provide the tools, information, and advice to allow people to live the lives they choose. We do not prescribe or dictate terms; we empower decision and action. We invest in our staff and volunteers to meet their aspirations and those of CamSight.
- **Friendly**
We are caring and empathetic to all we work with. We are a friendly voice at the end of a telephone call or a friendly face to chat with over a cup of tea. We are responsive in our communication and in our work. We create a positive, professional environment in which to work.
- **Collaborative**
We work well together and with others. We are flexible and adaptable in our approach, looking to build our partnerships and networks for the benefit of our beneficiaries.
- **Accountable**
We are accountable to each other and to our beneficiaries. We monitor and report our impact, our finances, our progress, and our plans in an open and honest way. We build trust through transparency. We welcome feedback and we work to improve.

About the Role

The part-time (21 hours) Community and Events Fundraiser will raise the profile and awareness of CamSight and increase income through developing and securing a range of funding streams including individual supporters, challenge events, community, and digital fundraising. The post holder will help to develop and ensure the effective delivery of the community fundraising strategy in relation to generating sustainable income from third parties, brand campaigns and challenge events.

The role will help grow our portfolio of events, working collaboratively to explore ideas and launch new initiatives to help us achieve our mission. The role plays an important part in helping us to meet our fundraising targets by increasing participation and community engagement in our events and fundraising activities.

We are also currently recruiting for a part-time (21 hours) Corporate and Partnerships Fundraiser but would welcome applicants interested in a full-time role (35 hours a week) covering both job descriptions. If this is of interest, please make this clear in your covering letter.

Specific Tasks

General

- Work alongside the Head of Business Development and Corporate and Partnerships fundraiser to develop and promote successful and engaging fundraising initiatives, campaigns, and events to engage and encourage potential supporters, using research to spot trends and popular initiatives.
- Develop and follow processes and systems to ensure the effective management of all relevant information, including maintaining and taking responsibility for accurate information on the charity's database and the community and challenges section of the website.
- Analyse the potential risks and benefits of fundraising events/activities considering risk, time/cost ratios, and overall ROI, to focus effort accordingly.
- Ensure all associated activities are compliant with charity law, regulatory requirements, and best practice, including the Data Protection Act and GDPR.
- Be a positive ambassador for CamSight, promoting and raising awareness of its services and delivering engaging fundraising presentations to potential and existing supporters.
- Be an active and supportive member of the Fundraising Team and wider CamSight team, contributing to the team's development and working collaboratively with colleagues to maximise cross-working opportunities.
- Work collaboratively with the Marketing and Communications Officer to develop and implement marketing and social media plans for all events/activities.

Community

- Responsible for developing a calendar of community fundraising events and campaigns and to engage people to take part in and support these.
- Reach new audiences in our local communities across Cambridgeshire to take part in and facilitate fundraising activities.
- Attract new support and nurture and develop existing support by providing excellent stewardship to maximise supporter journey, value and retention and in-turn income.
- Manage relationships with individuals who approach CamSight wanting to make donations or raise funds for us in a timely and supportive way.
- Write and present Funding Bids to a range of suitable community grant providers.

- Research new potential funders using all appropriate methods to ensure suitability of bids and maximum return on investment.

Challenge Events

- Responsible for developing a calendar of Challenge Events and engaging individuals and teams to take part.
- Recruiting volunteers to support and facilitate Events.

Finance

- Support the development and implementation of a fundraising plan to maximise income generation across the designated area, in line with the overall fundraising strategy.
- Contribute to the development of annual income and expenditure budgets, monitoring results and contributing to regular reforecasts, mitigation, and contingency planning to ensure targets are achieved.

CamSight responsibilities

- Adhere to and keep up to date with organisational policies, guidelines and procedures and best practice requirements.
- Always represent CamSight in a professional manner.
- Participate in regular supervision, team meetings and other meetings as required.
- Identify own training and development needs in conjunction with your line manager and participate in training opportunities as required.
- Undertake any such additional duties as necessary in relation to the role or as requested by the heads of departments.

Personal Specification

Knowledge & Experience	Essential: E Desirable: D
Demonstrable knowledge and experience of working in a similar fundraising role.	E
Demonstrable experience of planning and delivering effective Community Engagement programs and Fundraising activities.	E
Demonstrable experience of planning and delivering effective Challenge Events and Fundraising activities.	E
Excellent Stewardship Skills with experience of supporting growing numbers of individual donors, fundraisers, and community organisations.	E
Experience of developing partnerships within the community and an understanding of how they contribute towards the aims of CamSight.	D
Excellent knowledge of legal and policy issues relating to Fundraising.	E
Experience of communicating, developing, and maintaining relationships with stakeholders.	D

Skills & Abilities	Essential: E Desirable: D
A high level of competence in MS Office applications, in particular MS Excel.	E
Highly organised and efficient.	E
Excellent written and oral communication skills.	E
Effective at managing a diverse workload through good time management.	E
Conscientious, with close attention to detail.	E
Ability to work independently and as part of a team and interact with colleagues in a helpful and supportive manner.	E
Ability to problem solve and work positively to deliver results.	E
Ability to use initiative and willingness to contribute new ideas.	E
Readiness to work flexibly, recognising the need to work evenings and some weekends.	D

Qualifications	Essential: E Desirable: D
A relevant professional qualification such as the Certified Institute of Fundraising (CloF) Certificate in Fundraising or Diploma in Fundraising.	D

Policy and Procedures	Essential: E Desirable: D
In line with CamSight's GDPR policy ensure that information of a sensitive and/or a personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with legislative requirements.	E
Ensure all duties are carried out in a way that promotes Equality, Diversity, and Inclusion and in line with CamSight's Equality and Diversity policy.	E
Promote a culture of Health and Safety and observe all relevant rules, policies and procedures and complete relevant training as required.	E
CamSight are committed to ensure a culture of safeguarding excellence for its staff and service users and all colleagues must be trained and vetted to an appropriate level for their role.	E

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not comprehensive or exclusive list, and duties may be varied from time to time, they will not however change the general character of the job, or the level of responsibility entailed.