



RECRUITMENT STATEMENT

Doorstep Library is committed to safeguarding and promoting the welfare of children, young people, and all those it comes into contact with. All employees undergo rigorous safer recruitment processes including specified interview questions, a DBS check, and the collection of written and/or verbal references. Safeguarding training is a mandatory part of the induction process for all employees, and employees are expected to always adhere to our safeguarding policies and procedures.

ABOUT US

Doorstep Library is a community-focused literacy charity dedicated to bringing the magic of books and the joy of reading directly into the homes of children who need our support. With one in four 11-year-olds leaving primary school unable to read or write properly, we recruit and train home and online reading volunteers to go into disadvantaged areas of London to help introduce young children (aged 0-11 years) to the pleasure and benefits of reading.

Our unique home-based service, whether in person or online, enables us to find the most appropriate books for every child we visit and build a relationship with the whole family. Our goal is to help children develop the self-confidence and essential skills they need to access all the opportunities that will come their way in life.

We also empower parents/carers to create and maintain a supportive environment by signposting them to local services and community support. Our projects not only improve literacy but also increase family wellbeing and bonding. Our tailored service enables us to help prepare children for school and broaden their opportunities in later life.

Our impact is long-lasting. For us, the 'happy ever after' is when we know the power of literacy and the joy of reading are helping a child change their own story for good. Every story shared is a story changed.

JOB SUMMARY

Job Title: Fundraising Officer
Contract Type: Permanent
Hours per week: 35 (excluding breaks)
Working pattern: Monday-Friday Hybrid (home/office). Occasional evening/weekend work may be required
Office Location: Victoria, London
Reports to: Head of Fundraising
Direct Reports: None
Principle Relationships: <ul style="list-style-type: none">• Doorstep Library colleagues including marketing, volunteer engagement & finance• External supporters and prospects including trusts & foundations, corporates and individuals• Other relationships include local, sub-regional and national charities and advocates supporting children's causes
Annual Salary: £30,500
Full Time Annual Leave Allowance: 28 days per annum (includes 3 mandatory days between Christmas and new year), plus bank holidays
Pension Contributions: 6% (based on a 2% minimum employee contribution)
Additional Benefits: Flexible working, employee assistance programme, employee discount programme (Benefit Hub)

JOB PURPOSE

- Assisting with the delivery of an ongoing fundraising strategy
- Creating strong and creative funding bids, with the support and guidance of the Head of Fundraising
- To manage the charity's fundraising operations including coordinating prospect research and prioritisation, managing workflows, and ensuring effective stewardship of supporters

ABOUT THE ROLE

We are looking for a creative fundraising professional to join our small team as we embark on an exciting journey to streamline our charity to increase our reach and impact. Your passion for our work will underpin your creative outputs, as you work closely with the Head of Fundraising to help diversify our income streams and build and maintain relationships with a wide variety of funding partners; and with our marketing officer on a variety of marketing & fundraising campaigns.

This is an excellent opportunity for an early stage fundraiser to hone their skills in the not-for-profit sector and develop this role as their own within our organisational structure.

MAIN RESPONSIBILITIES & DUTIES

- Assist the Head of Fundraising in developing and undertaking strategic plans and co-ordinating organisational work streams
- Write compelling and professionally presented funding bids, each tailored for its audience and making the case for supporting the charity in the most persuasive terms
- Create high-quality presentations, reports and fundraising materials as needed
- Prepare performance, impact, and other donor related reports
- Work with the Delivery & Engagement Team to research local statistics to ensure that funding information, reports and applications accurately reflect the projects and the local community
- Organise and support any events which may require evening and weekend work
- Work with the Head of Fundraising to plan, produce and regularly review a funding timetable to meet support the charity's strategic plan
- Research new funding opportunities and keep a record of all enquiries
- Identify potential sources of funds including charitable trusts, individuals, and the local community, and assist with generating funds to support the charity's activities
- Ensure appropriate systems and procedures are in place to manage fundraising campaigns and donor contacts effectively
- Ensure the operation of failsafe systems for funder thankyou's, acknowledgements, and reports
- Keep accurate records of fundraising activities and money raised

- Present information sessions for prospective volunteers on a regular basis.

PERSON SPECIFICATION	
Essential Criteria	
1	Minimum of 1 year's fundraising / income generation experience gained in a non-profit sector
2	Proven fundraising and/or income generation skills and successes
3	proven ability to produce engaging written documents (proposals, briefings, gift agreements etc) and pitch to a range of audiences
4	Ability to develop strong relationships with donors and volunteers
5	Drive, enthusiasm and determination to deliver against targets
6	The ability to manage multiple priorities and work to deadlines as well as organising own workload
7	Excited by the prospect of playing a vital role in building Doorstep Library's income streams as part of our ambitious expansion plans
8	Wholehearted committed to and engaged with the work of Doorstep Library, believing in the impact our services bring to children, their families and the communities served
9	Ability to work flexibly, adapting to rapidly changing demands and opportunities while retaining a clear strategic focus
10	Excellent organisation and administration skills, with the ability to pay attention to detail and use office systems

EDI STATEMENT

We never judge a book by its cover because we know it's what's inside that counts. Every one of us is our own unique story to tell and, at Doorstep Library, storytelling is what we do best.

We listen and we learn. We trust and we tell. We challenge, we accept and together, we grow.

We are brave. We are kind. We are us.

We are all of us.

HELP & ASSISTANCE

If you are interested in this role and need assistance with your application, or have any concerns about applying, we are here to help!

Please email sandy@doorsteplibrary.org.uk in the first instance.