

**Job Title:** Community Fundraiser

**Location:** Flexible (home/office-based with regular local travel)

**Hours:** Part-time (3 days per week, with some evening and weekend work required)

**Salary:** £32-35,000 pro rata, depending on experience

**Contract:** 12 month contract, with view to permanent status

**Reports to:** Business Manager

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### About the Role

We are looking for a motivated and proactive Community Fundraiser to join our small, friendly team. This is an exciting opportunity to play a key role in generating vital income that directly supports vulnerable young people in crisis.

You will lead on building strong relationships within Off The Record Twickenham's local community, developing partnerships with businesses, community groups, and individual supporters. This role offers autonomy to grow and manage your own portfolio while being supported by an experienced and hands-on team.

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### Key Responsibilities

- Develop and manage successful fundraising relationships with local businesses and community groups
  - Build and nurture a network of local philanthropists and individual donors
  - Plan and deliver fundraising activities at local fairs, events, and community initiatives
  - Recruit, motivate, and manage volunteers to support fundraising activities
  - Identify new opportunities for community fundraising and income generation
  - Deliver high-quality stewardship to supporters, maintaining regular contact through updates, thank you letters, and calls
  - Work closely with the Business Manager to support an established grant fundraising portfolio, assisting with bid-writing and deputising when the Business Manager is away
  - Maintain accurate and detailed records of donor engagement and fundraising activity, whilst meeting GDPR requirements
  - Ensure all fundraising activity complies with the Fundraising Regulator's Code of Practice (we are registered with the Fundraising Regulator)
  - Represent the charity positively within the local community
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### About You

We are looking for someone who is enthusiastic, organised, and confident in building relationships. Some direct experience in fundraising is strongly preferred, but you may bring other transferable skills from areas such as:

- Project management or Event management
- Volunteer coordination
- Customer or client relationship management

- Donor stewardship or sales

You will also have:

- Strong communication and interpersonal skills – a ‘people person’
  - The ability to work independently and manage your own workload – happy in a small, busy team where everyone pulls together
  - A proactive approach to identifying, developing and seeing through opportunities
  - A genuine passion for making a difference in the lives of young people and empathy for those experiencing mental health issues
  - Experience using Microsoft Word, Excel and PowerPoint; experience using Canva or a similar design programme would be beneficial but is not essential
  - Knowledge of using a CRM system to manage supporter/service user data; or the ability to learn new systems and programmes quickly
  - As this role involves engaging local community groups, businesses and volunteers in our mission to support local young people, living and/or working knowledge of the London Borough of Richmond
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### **Why Join Us?**

- Be part of a warm, supportive, and motivated team that strives to make a difference
  - Enjoy autonomy to shape and grow your own fundraising portfolio
  - Benefit from flexible working arrangements (home/office-based) and part time hours
  - See the direct, tangible impact of your work on young people
  - Contribute to exciting developments already underway, including a comprehensive network mapping exercise with Trustees and the creation of a fresh, compelling new case for support led by an external consultant
  - Join an established and well-regarded local charity, providing crisis support and ongoing counselling to young people experiencing mental health challenges across the London Borough of Richmond
  - Be part of a strong, committed team of staff, volunteers, and Trustees, with an established programme of community engagement events
  - Build on the charity’s secure and well-established income from grant makers, by growing and nurturing newer fundraising streams
  - Capitalise on Off The Record Twickenham’s strong local reputation and existing community support
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### **Equal opportunities**

Off The Record Twickenham is an Equal Opportunities employer. We welcome applications from people of all backgrounds and lived experiences. We believe our work is stronger when our team reflects the diversity of the young people we support, and we are committed to creating an inclusive, supportive environment where everyone can thrive.

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### **About Off The Record Twickenham**

Off The Record is a unique charity in Richmond borough which provides free and confidential counselling, walk-in information and sexual health support to young people aged 11-24 who live work or study in Richmond borough. We have been running for 34 years.

Our vision is that “Every young person has a welcoming space where they feel valued, supported and listened to”. We support over 1,000 young people every year.

The numbers of young people accessing our counselling and drop-in services for mental and emotional wellbeing support is extremely high, with waiting lists of around 100. Young people come to us with a wide variety of serious and complex issues, with anxiety, self-harm and family break-up being some of the most common.

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### **How to Apply**

Please submit your CV and a covering statement outlining your interest in the role and relevant experience to Rowena O’Beirne, Business Manager, at [rowena@otrtwickenham.com](mailto:rowena@otrtwickenham.com)

**Closing date for applications** 5 May. Interviews will be held on weeks of 11 and 18 May

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### **Any Questions**

For an informal chat about this role, please email Rowena on: [rowena@otrtwickenham.com](mailto:rowena@otrtwickenham.com)

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