



Role Description for

Fundraising Officer

Reporting to: Directors

Based at home/remote (hybrid) and expected to attend team meetings at Allia Business Centre, Peterborough

Salary: This is a voluntary only role and you are expected to pay your own taxes

Expenses: We will reimburse you for all agreed expenses

Hours of work: This is a part-time role of 2.5 day/week (20 hours). You will occasionally be required to work out of hours and flexibility will be expected.

This contract is for one year with the possibility of extension, with a three-month trial on both sides.

Safeguarding: Appointment will be subject to a satisfactory DBS check.

We also require the candidate to sign our NDA

About the role:

This is a varied and interesting role in which you will play an important part in supporting ETS and its growth. The Fundraising Officer will develop and coordinate our community fundraising (individual giving and events) and support the Director/ Trustee in charge of Strategy and Fundraising, with running other fundraising applications where applicable.

The role also involves developing new areas of fundraising (e.g. corporate; major gifts; mid-level giving). Providing new ideas and innovation to support our phases of growth and in doing so be an important member of our team. This is predominantly a fundraising role which may overlap with reporting and data management responsibilities. We hope this position will move into a paid position, once we achieve our targets with the three phases of growth.