

SMART!

HELPING PEOPLE TO HELP THEMSELVES



FUNDRAISING OFFICER

SALARY: £29,605 PER ANNUM

HOURS: 37 HRS PER WEEK

TERM: PERMANENT

LOCATION: BEDFORD

Contact Us For
More Information:

 recruitment@smartcjs.org.uk

 www.smartcjs.org.uk

Thank you for taking an interest in joining the team!

Founded in 1997, we are a charity that provides safe spaces for people who have no home, have been rough sleeping or have fallen on tough times. As the landscape of social and health care has changed, our services have adapted and grown, but we've always kept the people we help at the centre of all that we do.

We believe that everyone needs a little help sometimes and, with trust, respect and honesty, people can make incredible changes. Our vision is to transform communities so that everyone has the opportunity to achieve their fullest potential, participate in and contribute to all aspects of life.

Our mission is to provide safe spaces to work with vulnerable people within our communities, empowering them to make positive changes and take control of their lives.



WHY JOIN US?



We believe in diversity and inclusion. We welcome applications from individuals of all backgrounds, including people with lived experience of homelessness.

With a strong culture and set of values that prioritise diversity and inclusivity, we strive to create a work environment that is both motivating and inclusive.

YOUR BENEFITS

- 27 days Annual Leave (rising to 30) + Bank Holidays (pro rata)
- Birthdays off
- Generous Pension scheme
- Excellent Development and Growth Opportunities
- Access to a Charity Worker Discount scheme
- Access the company health and wellbeing service including support with mental health, legal advice and more
- Access to an online GP service (same day appointments)
- Regular reflective practice sessions

We require all staff and volunteers to be committed to safeguarding and to respond proactively to safeguarding concerns. Successful applicants are required to undertake an Enhanced Disclosure and Barring Service (DBS). This job description will be supplemented by annual objectives which will be developed in conjunction with the post holder.

THE ROLE

You will be responsible for developing and leading the implementation and delivery of our community fundraising strategy to generate income and further grow the fundraising portfolio, building a dependable source of income for the charity. There is a fundraising target of £100,000.

Main fundraising responsibilities

Individual Giving : To manage individual giving to increase regular donors and one off donations, stewarding existing donors to uplift average gifts.

Events : Working with the volunteer officer to lead on events to ensure income and exposure for SMART.

Corporates : To establish relationships with companies locally and nationally to increase income.

Community : To work with local organisations, delivering talks and inspiring gifts and donations, monetary or goods in kind. Stewarding friends of SMART groups.

Digital : To manage all aspects of online fundraising, across our website, CRM and social media platforms.

Appeals : To manage our annual winter appeal, creating new opportunities for support.

Marketing : To work with the Business Team to create inspiring campaigns and marketing materials.

Reporting : To create meaningful reports to help further support and donations.

THE ROLE

Other :

- To keep abreast of new developments, research & best practice in homelessness, education, training, and employment.
- Attend all relevant meetings and trainings as agreed with your line manager.
- To carry out any other duties and responsibilities as required in line with operational needs.
- Sharing good practice with colleagues in support of the continuous improvement of the service.
- Carry out duties of the post in accordance with SMART's diversity and equal opportunities policy.
- Engage and participate with supervision and personal development process.
- Carry out any other duties and responsibilities as required as part of the support services and business team.

This job description will be supplemented by annual objectives which will be developed in conjunction with the post holder. It will be subject to regular review and SMART CJS reserves the right to amend or add to the duties listed above.



ESSENTIAL CRITERIA

Listed below is the specification checklist which is used to shortlist candidates for this post.

- A minimum of a level 3 qualification in a relevant fundraising, marketing, media, event management or business qualification. OR A minimum of 2 years' experience working as a fundraiser in the charitable sector.
- A proactive attitude, with the ability to carry out projects through to completion and meet deadlines.
- Excellent written and verbal communication skills, with the ability to engage people at all levels.
- Demonstrable experience of building and maintain relationships to support fundraising.
- Demonstrated ability to gain sponsorship deals.
- Demonstrated experience in volunteer recruitment and management.
- Demonstrated understanding of the issues facing homeless/rough sleeping individuals.
- Demonstrable ability to meet financial targets.
- Strong administration skills.
- An understanding of HR processes with regard to volunteers (including recruitment).
- Good organisational and project management skills.
- Good working knowledge of a range of computer software packages. including (but not limited to) Microsoft Word, Excel, Outlook and CRM tools.
- Ability to manage time effectively & multiple, sometimes conflicting priorities.
- Demonstrate an empathic and adaptable approach to individuals with complex needs.
- Car driver and access to a car.
- Flexibility to work outside of normal office hours.

APPLY NOW



To apply for this job please complete an application form on our website, and attach your CV.

Please only apply if you believe you will be excellent in the role - we want you to love doing your job because it suits you perfectly.

We can't wait to meet you!

Email: recruitment@smartcjs.org.uk

All SMART job offers are subject to the receipt of two satisfactory Employment References, an enhanced DBS Check and evidence of relevant Qualifications.

More about SMART: www.smartcjs.org.uk