

Job Description

Job Title	Fundraising – Community and Events Fundraiser
Location	South Yorkshire, UK
Reporting to	Head of Fundraising
Salary range	£20,000-£25,000 Depending on Experience
Hours	21 to 37.5 hours per week.
Benefits	Workplace Pension, Westfield Health enrolment.
Probationary Period	Three months
Type:	Part Time or Full Time post (21 to 37.5 hours p.w.)

Description of Paces Sheffield:

Paces is a specialist centre, School and Charity all rolled into one! We support children and adults living with neurological conditions such as Cerebral Palsy, Stroke, MS, Parkinson's and Brain Injury. We believe that everyone has the right to achieve their true potential; we believe in ability, not disability!

As well as offering a special needs education for children aged 3-18 years, we also provide a method of support called Conductive Education, which teaches our children and adults to achieve the greatest level of independence. We teach life-changing skills such as sitting, standing, walking, speaking, communication and self-care.

We also deliver an Adult Sessional Programme, where we support those living with the effects of a Stroke, MS, Parkinson's and Brain Injury. In these sessions, we re-teach the skills which have been lost due to their illness.

'A New Home for Paces'

There is significant unmet demand for all of Paces services and the Charity has little ability to expand whilst at Paces Campus, due to spatial restriction. As a result, Paces has established an ambitious exciting design brief for developing a new building as a Centre of Excellence for the provision of services for children and adults with neurological conditions.

Paces is seeking to develop: a 64 FTE place school, an Outreach and 'In-reach' programme for 0-4's supporting 28 children, a 12 place adult day service, an adult sessional programme supporting 100+ people each week, hydrotherapy facilities and an assisted living / respite facility for 20 children and adults (overnight accommodation).

Paces has identified a site for development that could serve children and adults from across the region. This will be next to the Advanced Manufacturing Park at Catcliffe, just off the Sheffield Parkway.

To make this possible, Paces will need to secure funding from various income streams including corporate, community, grants, legacies and events.

The Post

Paces is seeking an ambitious and passionate Community and Events Officer to raise funds from a range of sources within the local community and to lead on planning events.

The core focus of the post is to be responsible for devising, developing and implementing a successful programme of fundraising to an agreed annual target, including: supporting community groups, helping people to achieve their fundraising ambitions, helping to raise awareness of Paces, helping people to plan their own fundraising events, delivering on Paces current events and planning a calendar of new events.

You will be required to develop, manage and promote fundraising events whilst working to achieve monthly fundraising income. The post holder will be required to work across all aspects of events and challenge fundraising, working with individual fundraisers as well as organising large mass participation events.

You will be an intrinsic part of the Paces Fundraising Team who will work closely with the Head of Fundraising and Corporate Partnerships Manager. You will also be responsible for developing and managing a bank of volunteers who can support Paces at fundraising and PR events.

This is a wonderful and unique opportunity to join the Charity at a hugely exciting time in its development.

Roles and Responsibilities

The post holder will undertake a wide range of tasks required within the remit of this role; developing and delivering a full strategy for community and events income. These include, but are not limited to:

The post holder will be included in developing a fundraising culture throughout the organisation (from Trustees, to staff, to beneficiaries...and wider stakeholders).

Community Fundraising:

- Working closely with the Head of Fundraising to develop and grow the community fundraising income stream.
- Working with established community groups e.g.: schools, clubs, supermarkets, churches and other groups to raise the profile of Paces, increase income and further support.
- Support individuals and organisations involved with community fundraising who organise their own events (e.g. runs, cycles, challenge events etc). This may include advising supporters on ways to get involved, supplying information and materials and giving encouragement.
- Maximise retention across outlets in the community for collection tins and maintaining an accurate system for timely collection and swap, adhering to cash handling procedures.
- Create and maintain strong relationships with our supporters to maximise income and other support e.g. gifts in kind, volunteer time etc.
- Ensure that all supporters are thanked appropriately and promptly.
- Develop and enact a prioritised 'prospect pipeline' of community supporters.
- Maintain strong relationships with community supporters.
- To ensure that we keep all of our supporters engaged with Paces.
- To work with all members of the School, Adult Services and Charity to develop and plan new fundraising initiatives.
- To promote all fundraising initiatives, giving community supporters a range of ways to be involved.
- To ensure that any fundraising materials are delivered to community supporters as required.
- Keep track of income via Just Giving and other platforms and work with the Monitoring Officer in order to thank and support our fundraisers in a timely manner.
- Ensure that the community fundraising pages of the website are up to date and relevant to promote opportunities.
- Raise the profile of community fundraising opportunities via social media.
- Continuously aim to improve efficiency of admin processes necessary for the smooth running of community fundraising.
- Ensure accurate records of all interaction with the community and key stakeholders at events are kept up to date.
- Attend events, cheque presentations etc, when required in the evenings and weekends.

Events:

- Plan, support and deliver events and activities organised directly by the organisation (including overseeing volunteers) and encourage participation in events organised externally.
- Develop new and imaginative fundraising events.
- Implement and control a series of events annually in conjunction with the Head of Fundraising and Corporate Partnerships Manager.
- Work with Corporate Partnerships Manager to encourage supporters to take part in events.
- Increase income from events within agreed expenditure to achieve targets set by the Head of Fundraising.
- Help to secure sponsorship of events from local businesses.
- Work with the Head of Fundraising to produce promotional material for events.
- Undertake promotional activities at suitable venues and events.
- Organise and manage volunteers to assist at events.
- Ensure acknowledgement processes are followed to show appropriate recognition for event participation.
- To provide supporters feedback on the use of donations to keep supporters engaged.
- Achieve agreed fundraising targets through new and existing community supporters.
- To ensure that full and detailed records are kept of all contacts and income.
- To attend regular team meetings.
- To arrange cheque presentations, giving tours of the school, presenting to groups etc.

- Work with departmental heads to organise and coordinate relevant visits to Paces for existing and potential supporters.
- Undertake other Fundraising related duties as required by the Head of Fundraising.

General:

- Promote a culture of fundraising throughout the organisation.
- Work with Departmental Heads to produce appropriate fundraising materials, newsletters and updates for all supporters.
- Assist with fundraising social media content and output.
- Work with the Monitoring Officer to establish and maintain an effective financial recording and reporting system for all community and event income.
- Undertake risk assessments on events ensuring that Paces is Health and Safety compliant.
- Act as an ambassador for Paces, protecting its good name and reputation at all times.
- Undertake other duties as requested by line management.
- To abide by the Health and Safety at Work Act.
- Adhere to policies and procedures.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working in a community fundraising role. • Proven experience of generating new business in either a fundraising or commercial environment. • Experience of planning events and organising events. • Ability to meet deadlines, self-organise and meet deadlines. • Ability to understand, interpret and present the range of charitable projects that Paces delivers. • Experience and confidence of pitching ideas and proposals. • Ability to motivate and inspire others. • Excellent presentation skills and experience of public speaking. • Experience of working with volunteers. • Strong ICT skills. Proficient in Microsoft Office (Word, Excel and Publisher). • Social Media skills. • Proven ability to reach targets. • Awareness of legal responsibilities and codes of good fundraising practice. • Ability to understand the individual needs of each individual supporter. 	<ul style="list-style-type: none"> • Experience of fundraising for capital building projects. • Understanding of the challenges and opportunities within the fundraising sector. • Experience of other ICT presentation packages. • Enjoyment of the use of social media.
Abilities/ Personal Qualities	<ul style="list-style-type: none"> • Experience of the Charity, Education or voluntary sector. • Results driven and commercially aware. • Confident networker. • Confident, engaging, pro-active and creative. • Strong and confident communicator. • Ability to form relationships with ease, with a wide range of audiences. • Ability to communicate with people at all levels, both orally and in writing. • Ability to work as part of the Fundraising Team and wider Charity team. • Ability to empower, enthuse and support staff, beneficiaries and wider stakeholders to deliver/undertake fundraising activities. • Ability to work independently without close supervision and lead on a range of tasks. • Excellent organisation skills, including time management and workload. • Self-motivated, driven, ambitious and passionate. • Meticulous attention to detail. • Ability to work under pressure and to deadlines. • Able to adapt and be flexible. • Positive 'can-do' attitude. • Commitment to play a full part in the life of the Charity. • Empathy with the Charity's ethos. 	
Work Circstances	<ul style="list-style-type: none"> • Maintain relevant confidentiality in all areas of work. • Ensure professional conduct at all times. • Commitment to safeguarding the welfare of children and adults; and to providing equality of opportunity. • Attend staff meetings as required. • Committed to ongoing personal development and training. • Able to work flexibly including evenings and weekends when required. 	

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| | <ul style="list-style-type: none">• A full driving licence and use of own vehicle• Eligible to work in the UK. | |
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Paces Sheffield is committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

APPLICATION PROCESS

To apply: For further information with regards to the role, please email our Head of Fundraising juie.booth@paccessheffield.org.uk

Please email completed applications to: Info@paccessheffield.org.uk

Deadline for applications: 5pm on Friday 28th August 2020

Interviews to be held: Thursday 17th September 2020