

## **Purple Elephant Family Support**

### **Fundraiser**

Reporting to: Service Manager

Pay: £25,878 pro rata.

Hours: 7.5 hours a week, which can be done on a flexible basis, including occasional work outside normal office hours for example to attend community fundraising events. We are a family focused charity, and we are happy for you to work hours to suit your family's needs.

Fixed term employee contract of 12 months to be extended if funding is secured.

Location: Home Working and various community venues in and around Frome.

### **Purpose of the role**

The purpose of the role is to support the funding of Purple Elephant services in order to ensure the organisation can continue to improve the lives of families in Frome. You will work closely with our experienced Service Manager and Office and Finance Coordinator to secure sustainable funding for the charity.

Main responsibilities:

- Develop new and diverse funding streams as part of the sustainable funding strategy, together with the staff team.
- Secure regular donations from individuals and organisations to secure regular, dependable income streams.
- Secure corporate sponsorship from local and national companies and organisations.
- Secure and support individuals to raise funds for us for example through sponsored events.
- Carry out prospecting for sources of funding including grants from trusts, foundations and other funding bodies, for the Service Manager to pursue.
- Identify opportunities for local fundraising and outreach for the Community Fundraising and Outreach officer to pursue.
- Contribute to the funding strategy.

Other:

- Maintain good working relationships with the Service Manager, Office and Finance Coordinator, trustees and staff.
- Undertake training and mentoring when necessary.
- Ensure that all Purple Elephant stakeholders are respected and valued.
- Uphold the commitment of the organisation to equality and diversity.
- Adhere to all organisational policies.
- Undertake any other duties commensurate with the post.
- This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Person Specification:**

Understanding of and alignment with Purple Elephant's core values is essential.

	Essential	Desirable
Skills and abilities	<p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p> <p>Skilled user of Microsoft Office Suite, in particular Word and Excel.</p> <p>Numeracy and Literacy skills.</p> <p>Ability to work without close supervision, using own initiative.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to work flexibly as part of a team.</p> <p>Attention to detail.</p> <p>Ability to plan ahead and prioritise own workload.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p>	
Knowledge	<p>Knowledge of the charity fundraising landscape and different methods of fundraising.</p> <p>Knowledge of grant databases and potential sources of funding.</p>	<p>Understanding of social inequalities and their impact on families.</p> <p>Knowledge of Frome and areas of disadvantage there.</p> <p>Knowledge of and contacts within the local community, especially local businesses and organisations.</p>
Experience	<p>Experience of the charity fundraising landscape and different methods of fundraising.</p> <p>Experience of grant databases and potential sources of funding.</p> <p>Experience of securing regular donations and corporate sponsorship for charities.</p>	
Personal attributes	<p>Committed to facilitating social inclusion and reducing inequalities.</p> <p>Flexible worker; Team player, Honest, Trustworthy, friendly.</p>	<p>Ability to connect with a variety of different people and encourage them to support the charity.</p>