

## Community Fundraiser job pack

<b>Title</b>	Community Fundraiser
<b>Hours</b>	30 hours per week
<b>Salary</b>	£34,680 FTE - pro rated for 30 hours per week
<b>Accountable to</b>	Senior Fundraising Manager
<b>Responsible for</b>	None at present
<b>Based</b>	Hybrid working arrangement (St Ives, Cambridgeshire and home) but travel across Cambridgeshire and Peterborough. Working unsocial hours such as evenings and weekends for which time off in lieu can be taken.  As a minimum, Thursday mornings in the St Ives, Cambridgeshire office.

### About Caring Together Charity

Our vision is a world with no unpaid carer in crisis, isolated or struggling alone.

Three in five of us will become a carer at some point in our lives. Caring Together is an ambitious regional charity that provides emotional and practical support, information and advice to carers of all ages and their families, as well as opportunities to take a break from their caring role.

### About the role

We are seeking a motivated and enthusiastic Community Fundraiser to join our team. We're looking for someone with the confidence and creativity to build strong relationships, tell our story with passion, and inspire support from a range of audiences. As a Community Fundraiser, you will be responsible for developing relationships with community groups and local companies to generate income for the charity. You will work closely with community groups, volunteers, and donors to build relationships and drive engagement. This is a new post as we build our team to support more unpaid carers into the future.

## **Key accountabilities of the role**

- Implement fundraising plans and campaigns to meet financial targets.
- Research, initiate and build relationships with community groups such as Rotary Clubs, Lions Clubs, Freemasons, and sports clubs (including Golf Clubs) to generate funds, including giving talks and presentations.
- Research community events and make applications for charity support, including festivals and community fairs. Organise stands at events and supervise volunteers.
- Initiate and develop relationships with local companies, especially across Cambridgeshire and Peterborough. Raise funds via staff fundraising events, charity of the year selection, matched giving, corporate donations and purchase of our charity Christmas cards.
- Oversee fundraising and challenge events including runs, sponsored walks, and other sporting events. Support participants and organisers and ensure fundraising efforts are maximised.
- Act as an ambassador for Caring Together Charity, representing the charity and undertaking public speaking at external events, including networking events.
- Coordinate and oversee volunteer activities related to community fundraising efforts.
- Work with colleagues to deliver compelling fundraising materials, including leaflets, posters and social media content.
- Provide excellent supporter stewardship including thanking, public acknowledgement of donations and support, and feeding back to groups and individuals.
- Maintain accurate and thorough records and supporter data.
- Ensure compliance with all relevant regulations and guidelines.

Caring Together Charity is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

We require all employees to undergo a Disclosure and Barring Service (DBS) check proportionate to the position they hold. The DBS check will be renewed every three years.

## Community Fundraiser

### Person specification

Requirements	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Skills, attitude and experience are more important than specific qualifications.</li> </ul>	
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working with community groups within a charity or not for profit organisation.</li> <li>Experience of fundraising, either with community organisations, corporates or individuals.</li> <li>Experience of providing excellent customer or supporter care</li> <li>Experience of public speaking and presenting to groups and organisations.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of issues faced by carers of all ages.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Well-organised. Able to manage and prioritise own workload, working with minimal supervision.</li> <li>Accurate and meticulous approach to work and the ability to concentrate on detail.</li> <li>Clear and persuasive writing skills, suitable for a wide range of audiences.</li> <li>Excellent IT and MS Office skills including Word, Excel and PowerPoint.</li> <li>Able to drive with use of own vehicle. Flexible approach to working hours with a willingness and ability to travel across the region.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use charity CRMs to manage supporter data</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Confident and highly personable with excellent relationship-building skills.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A team-player, able to collaborate with colleagues, adopting a co-operative and flexible approach.</li> <li>• Positive and solutions-focussed.</li> </ul>	
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## **Application and recruitment process**

<b>Closing date</b>	The closing date for this post is 9am on 4 August 2025.
<b>Interview</b>	Interviews are likely to take place on 14 August 2025.
<b>Start date</b>	The post is available immediately, on a part-time, permanent basis.
<b>Referees</b>	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
<b>Terms and conditions</b>	Full details of the terms and conditions of employment will be made available to the successful candidate.
<b>Annual leave</b>	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
<b>Pension</b>	Caring Together Charity comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
<b>Entitlement to work</b>	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
<b>Working hours</b>	Normal working hours are between 9.00am and 5.00pm, however, Caring Together Charity is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. The successful candidate will be required to work flexibly at evenings and weekends at times.
<b>Benefits</b>	Full details of the benefits of employment will be made available to the successful candidate.