

JOB DESCRIPTION

ROLE TITLE:	Business Development and Fundraising Officer		
REPORTING TO:	Fundraising and Marketing Manager		
LOCATION:	Home based	HOURS:	Full time, worked flexibly
SALARY:	£15.80-£17.54 p/h	DIRECT REPORTS:	N/A
CLOSING DATE:	5pm, Tuesday 26 th March	INTERVIEW DATE:	Wednesday, 3 rd April

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Our small Fundraising and Marketing team is an integral part of the Trust, raising awareness of our work and our client's needs, helping to recruit volunteers, and raise income from a variety of statutory and fundraising channels.

Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

Overall purpose of the role

As a member of a small income generation team, the Business Development and Fundraising Officer is responsible for supporting and developing the Trust's three-year income strategy and supporting the securing of statutory contracts and charitable grants - all to help the Trust achieve its aim of ongoing financial sustainability.

Duties and Responsibilities

Responsibilities:

- Income generation
- Lead and develop funding from institutional and statutory funders

- Liaise with all members of the Trust, especially SLT and Programme Managers, to develop operationally sound funding applications/bids
- Manage and develop donor relationships that relates to statutory and institutional funders, and others where relevant/appropriate
- In accordance with the Trust's core purposes, support the Trust's monitoring and evaluation programme
- represent Surrey Care Trust as an Ambassador to build partnerships and develop networks
- Reporting and Thanking (and some administration) of relevant income/grants/contracts
- Support fundraising efforts of wider fundraising team
- Some travel throughout the county (access to car in necessary)

Duties:

- Income generation: directly raise income (bid writing) from statutory and institutional charitable funders against agreed annual targets:
 - Research, plan, and apply to funders for long term funding or investment opportunities (based on identified drivers)
- Lead and develop funding from institutional funders:
 - Play an active role in the Trust's Business Development Group, informing and developing the Trust's long term strategy
 - Develop and implement the Trust's long term income generation plan from statutory and institutional funders
 - Research and identify potential new funders/opportunities
- Liaise with all members of the Trust to develop operationally sound funding applications/bids:
 - Work collaboratively with SLT and programme managers to design services in response to funding opportunities
 - Use insights from funders to help inform and develop service development
 - Collect and manage programme information for applications and report requirements
 - Liaise and coordinate with Fundraising and Marketing Manager to support bidding activity
- Manage and develop funder relationships:
 - Network and develop relationships with funders
 - Manage regular communications – including event/open day invitations
 - Manage and compile regular reports
 - Manage and facilitate appropriate acknowledgement of funding
- Support the Trust's monitoring and evaluation programme:
 - Support the establishment of robust, Trust wide monitoring and evaluation processes
 - Help to design, initiate, deliver, and report on agreed research projects
 - Support the initiation and delivery of services
- Administration and thanking of all grants and gifts
 - Record relevant funder correspondence
 - Ensure timely and effective thanking and recognition of support
- Support fundraising efforts of wider fundraising team
 - Where possible and necessary, feed into and support other fundraising efforts
 - Attend regular team and organisational meetings
 - Manage and support volunteers as and when necessary
 - Wherever possible, support occasional fundraising events

Person Specification

Education, Training and Work Qualifications
Essential
Educated to A level standard or equivalent
Desirable
Educated to degree level
Relevant Experience
Essential
<ul style="list-style-type: none"> • Experience of successful bid writing and applications to voluntary and statutory funders • Experience of writing clear and concise reports on complicated issues
Desirable
<ul style="list-style-type: none"> • Experience of successful bid writing for multi year contracts/applications with values in excess of five figures • Experience of Service delivery design • Experience of working in an integrated fundraising and marketing team
Skills and Expertise
Essential
<ul style="list-style-type: none"> • Excellent communication and presentation skills, written and verbal • Strong creative skills in order to communicate complex messages to a range of audiences • Excellent strategic and planning skills • Able to manage and prioritise own workload • Able to work constructively as a member of a small home based team • Highly computer literate including using a contacts database • Able to manage and analyse a variety of data types (written and numerical)
Desirable
<ul style="list-style-type: none"> • Able to identify and research potential funders from a range of sources • Able to make multiple applications • Able to make decisions independently

<ul style="list-style-type: none"> • Able to identify trends from data
Knowledge
Essential
Knowledge of writing clear, simple, and concise reports on complicated issues
Desirable
<ul style="list-style-type: none"> • Knowledge of statutory or institutional funders e.g. local authorities, NHS, National Lottery • Knowledge of fundraising in the charity sector • Has knowledge of current issues relating to social exclusion/education and training

For an initial discussion about this role please contact Rachel Perez-Lofty, Fundraising & Marketing Manager on 07526 128044 or rachel.perez-lofty@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk
– Closing date for applications is 5pm, Tuesday 26th March