

Person Specification

Bristol Hospitality Network

**Job Title**: Fundraising Manager (Maternity Cover)

**Weekly Hours:** 2 days per week (15 hours); flexible working available

**Salary:** £28,000 - £30,000 (pro-rata), dependent on experience

**Pension:** Defined contribution pension scheme (NEST) with 4% employer contribution

**Location:** Bristol Office (Easton) and home

**Responsible to:** Treasurer on Board of Trustees

**Responsible for:** All fundraising at BHN, alongside fundraising finance and contributing to communications at the charity.

We are looking for a proactive, self-motivated ‘people-person’ with demonstrable fundraising experience in trusts and foundations and individual donors, alongside a commitment to work in solidarity with destitute asylum seekers. Our organisation is a fun place to work and makes a real difference to the lives of our ‘members’. You would be supported by a strong and skilled Board of Trustees and a small yet dynamic and dedicated staff team.

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|  | | **Criteria (Essential / Desirable)** | |
| **Experience** | 1 | E | Demonstrable experience (i.e. proven track record) of fundraising from, and reporting to, trusts and individual donors (including research, bid-writing, appeals and fundraising administration) |
| 2 | E | Ability to further develop and adapt BHN’s Case for Support to match the needs and requirements of both members and funders, in a compelling way |
| 3 | E | Understanding of fundraising finance management, including income projection, managing unrestricted and restricted income and monitoring income and expenditure against budget |
| 4 | E | Understanding of how to evidence impact through monitoring and evaluation data in fundraising and communications |
| 5 | E | Experience of BHN’s main communication channels, namely e-newsletters, website and social media (primarily Facebook and Twitter) |
| 6 | D | Experience of creating and managing a yearly organisational budget |
| 7 | D | Experience in writing press releases and liaising with the media (TV/Digital/Radio) |
| 8 | D | Ability to speak at events to raise BHN’s profile, positively represent the charity and attract new supporters and volunteer hosts. |
| 9 | D | Experience of staff management, including supervision and support |
| 10 | D | Competent in a range of IT skills including Google Suite and using a CRM database |
| **Human Rights, Equality and Diversity** | 11 | E | Demonstrable commitment to human rights and, in particular, to working in solidarity with destitute asylum seekers |
| 12 | D | Proven experience, skills and understanding required to work positively and inclusively in a multi-cultural, multi-faith and multilingual community |
| 13 | D | Proven commitment to keeping members/users at the forefront of decision making |
| **Skills and abilities** | 14 | E | Strong written and verbal communication skills and an ability to quickly assimilate new information and tell it in a compelling and creative way |
| 15 | E | Highly proactive, self-motivated approach and a strong ability to lead on the duties of their role |
| 16 | E | Excellent influencing, networking and facilitation skills, to build effective working relationships |
| 17 | E | Ability to foster good relations both within the organisation and between BHN and other local organisations, particularly our strategic partners |
| 18 | E | Excellent organisation skills, including the ability to prioritise tasks, work to deadlines and manage their own time effectively |
| 19 | E | Ability to negotiate and work through consultative and democratic processes with members, staff, volunteers and trustees |
|  | 20 | E | Willingness to carry out duties outside Job Description from time to time and within reason. |
| **Knowledge** | 21 | E | Knowledge of relevant statutory duties, including Safeguarding & Health and Safety legislation, as well as good practice |
| 22 | D | Understanding of General Data Protection Regulation (GDPR) requirements |
| 23 | D | A good understanding of voluntary sector infrastructure, legal and statutory obligations and compliance, including charity law and governance |
| 24 | D | Knowledge of Institute of Fundraising Code of Practice to make recommendations for BHN’s policies and procedures |
| 25 | D | Knowledge of employment legislation and human resources good practice |