

**JOB DESCRIPTION**

**Job Title:** Fundraising and Communications Officer

**Salary:** £20,000 - £23,000 dependent on experience (pro-rata)

**Contract:** Permanent

**Location:** Brentry & Henbury Children’s Centres

**Reporting to:** Senior Leadership Team

**Hours of work:** 16 hours per week. Working days to be negotiated.

We are looking to recruit a talented and motivated Fundraising and Communications Officer to join the BHCC family.

Brentry and Henbury Children’s Centre is a charity based in North Bristol providing Daycare and Family support services for the local community.

You will work with the Senior Leadership Team to develop and deliver the organisation’s fundraising and external and internal communication strategy.

You’ll be proactive, innovative and strategic. You must have excellent communication skills, being able to adapt your style of writing for different audiences, think outside of the box and be committed to getting things done.

This is an opportunity to join a brilliant team and really make a difference, on the ground.

**What we can offer you;**

* 25 days holiday plus public holidays, with increase for long service
* 5 staff development days each year
* Closed between Christmas and New Year
* Option to purchase staff lunches cooked on site
* A fun, supportive working environment

**Key responsibilities of the role include:**

* To create and implement a fundraising plan, building relationships with individuals, churches, trustees and trusts leading to significant financial support.
* To research and target suitable trusts and other sources of income to approach for funding, using internal and external data.
* To communicate progress to the Senior Leadership Team on a regular basis and disseminate information to relevant parties and to complete a three monthly fundraising report for the board of trustees.
* To ensure that fundraising activities do not undermine the organisation’s core objectives and values.
* To maintain an accurate, comprehensive and up-to-date database of applications for funding, of the responses received, sums involved, limitations (or restrictions) applicable etc.
* You will be expected to be self-motivated and produce your own written material.
* Responsible for the internal and external communications for the charity. Including developing and delivering the external and internal communications strategy to build awareness and promote BHCC to our key audiences and stakeholders.

**External Responsibilities**

*Raising awareness of BHCC, its work and the positive impact of that work at local, city, regional and national level to key audiences, stakeholders, potential funders and local families through pre-existing and new channels.*

* Working closely with the Senior Leadership Team to develop a three-year Communication Strategy as well as a one year detailed Communications Plan
* Develop a fundraising plan and support the Senior Leadership Team to ensure funding applications are written and communicated effectively to potential funders
* Communicating BHCC’s vision, aims and values clearly to all audiences including staff, volunteers, parents, the public and partners
* Development and enhancement of the BHCC brand.
* Research and create engaging, relevant and up-to-date content
* Promote BHCC events, via social media and traditional means
* Build networks of communication and support across the organisation and beyond
* Participate in local information networks and groups, e.g. community focus groups

**Internal Responsibilities**

*Communicating key news and updates to staff and parents*.

* Create a fundraising events programme
* Writing the parent newsletter

**Evaluation**

* Undertake monitoring and evaluation of all events and feed back to the Senior Leadership Team and Trustees as required
* Regularly review and analyse feedback and report to Senior Leadership Team
* Manage an annual staff and parent satisfaction survey

**Individual Specification**

**Essential**

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| **Skills** | **Knowledge** | **Experience** | **Education** |
| Experience of writing funding proposals and budgetsExcellent command of written and spoken English with a very good attention to detailWell-developed IT skills (e.g. desktop publishing e.g. InDesign, Mailchimp, Word, PowerPoint and film/video and audio skills)Producing materials for a varied audienceDetermined to overcome challengesCreativity and an innovative approach, with proven examplesTeam player willing to be flexible in your approachAbility to meet multiple deadlines  | Understanding of the role that fundraising and communication plays in the organisation and the impact this can have | Minimum of three years’ experience of working in relevant business, with a proven track record of securing funding from trusts, foundations and other grant giving organisationsCreating and developing strong and successful relationships with fundersWorking in PR/Marketing and Communications – this can be in a voluntary capacityCommunicating via social media consistently and effectivelyProducing materials for a varied audienceA commitment to working in partnership with other organisations to develop and improve services and maximise efficient use of resources | GCSE English – Grade C or above (or equivalent) |

**Desirable**

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| **Skills** | **Knowledge** | **Experience** | **Education** |
| A flair for writing in a clear, concise and engaging wayGood judgement and the ability to think on your feet Excellent negotiating skills Well-developed presentation skills to a varied audience Ability to multi-task, prioritise and take the initiative to solve problemsGood organisational skills, with attention to detail | Appreciation of artistic, design, digital and film/video issues | Experience of working within a charity or voluntary organisationProven experience of organising fundraising eventsExperience of dealing with the media both proactively and reactively and writing press releasesExperience in looking at wider opportunities to develop a project or businessUnderstanding of the importance of data informing service development plus skills to analyse and disseminate findingsA commitment to delivering high quality services for local families to improve outcomes for children | Evidence of professional developmentFundraising - relevant qualificationCommunications-related qualification  |

**Additional requirements**

Access to your own transport is essential (this role will cover our two sites and the need may arise for some travel as part of the role)

**General**

So far as is reasonably practicable, the Fundraising and Communications Officer must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in BHCC policies.

Work in compliance with the Codes of Conduct and Regulations outlined in BHCC Employee Handbook and its commitment to equal opportunities.

Ensure that the output and quality of your work is of a high standard and complies with current legislation and expectations.

**Application information**

Completed application forms must be received by: Midday Thursday, 26 November 2020

Email documents to: admin@bhchildrenscentre.org.uk

Interviews to take place: week commencing 30 November 2020

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

**Completing your application**

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

**Selection procedure**

The selection will be by a panel of Senior Leadership and Management team. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place on Thursday, 26 November 2020. Shortlisted candidates will be given more details.

**References**

Two references will be required inall cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.