



Support and friendship  
for families

Home-Start Banbury  
& Chipping Norton

**Job Title:** Fundraiser

**Salary:** £20 – £22,000 p.a. pro rata

**Hours of work:** 7.5 hours a week or 30 hours per month flexibly

**Location:** Home-Start Banbury & Chipping Norton  
(Occasional home-working possible)

**Responsible to:** Home-Start Senior Organiser / Chair of Funding Committee

**Responsible for:** Fundraising and event volunteers

**Contract length:** Permanent

**Probation period:** 6 months

## **Background to role**

Home-Start is a voluntary organisation committed to promoting the welfare of families with at least one child under five years of age. Trained home-visiting volunteers offer regular support, friendship and practical help to families under stress in their own homes helping to prevent family crisis and breakdown.

## **Main Purposes of the job**

We are seeking a Fundraiser to secure the annual income of the scheme, research and take forward new opportunities, and develop our community fundraising and business partnerships. This is a new and important post for the scheme, and will play an essential role in enabling our future work.

## **Key areas and main tasks of the job**

With the board of Trustees and Senior Organiser, develop and deliver fundraising strategy to ensure adequate funding of HSBCN to include:

- **Grants and Trusts**
  - Write and submit applications to Grants and Trusts
  - Write reports to funders
  - Research new opportunities for grant applications
- **Corporate Partners**
  - Manage relationships with local businesses and secure future 'charity of the year' partnerships
  - Explore new opportunities for corporate fundraising

- **Community Fundraising**

- Develop offer for community fundraising volunteers
- Recruit, support and manage community fundraising volunteers
- Organise local community fundraising events

- **Explore new opportunities for ‘challenge fundraising’, direct mailing, and major donors**

The Home-Start fundraiser is expected to work within the ethos of Home-Start and have high standards of practice. The need to respect confidentiality is paramount, as is a mature and flexible approach to the work.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

*Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults*

### **Person Specification**

<b>Essential</b>	<b>Desired</b>
Experience in a fundraising role/experience generating income from multiple streams	Experience developing relationships with local businesses/partners
Past experience researching and pursuing funding opportunities	Experience creating successful community fundraising programmes
Excellent writing skills, with demonstrable experience communicating with different audiences	Previous successful applications to large funding bodies such as Big Lottery or BBC Children in Need
Excellent reporting skills i.e. to funders on outcomes of project/to Management Team on progress of funding bids	Experience recruiting and managing volunteers, especially fundraising volunteers
Ability to work independently to agreed work plan and targets	Experience developing and implementing funding strategies
Quick to absorb culture of a charity and work within a small close-knit team	Experience in the Family Support sector
Computer literate, with good knowledge of Microsoft Office	A confident presenter/experience of pitching in person for funding
Affinity with the aims and ethos of Home-Start	

This document was last updated: February 2017