

the food chain

Job title:	Part-time Fundraising Co-ordinator – Community events and individual donors
Salary:	£ 21,600 pa
Location:	King's Cross, London
Hours:	30 hours a week (4 days) Some evening and weekend work will be required for which time off in lieu will be given
Accountable to:	CEO
Accountable for:	Fundraising volunteers
Close working with	Kitchen Services Mgr Community Café Manager Volunteer Co-ordinator, Trustees and Patrons involved in Fundraising activities

Due to the retirement of our current post holder, we are looking for a new team member who will be excellent at establishing and sustaining positive relationships with our community partners, individual donors and corporate supporters and successful in raising income from all these sources.

The post holder will need extensive experience of organising fundraising events, excellent written and verbal communication skills and the capacity to take on a wide range of tasks and activities to deliver a successful programme of community and events fundraising activities each year.

As well as delivering annual events such as our World AIDS Day Fundraising Dinner and cake bake stalls at community events throughout the year, there is scope for the post holder to work creatively and lead on new fundraising approaches, including in-house events in our new kitchen and café space, and involvement in external events in particular within the hospitality sector. An interest in food is important for this role.

The post holder will also sustain our relationship with individual and corporate donors, and take the lead on our social media activities.

This is an important and exciting time for The Food Chain as we move in to our new kitchen space and develop a community café alongside our core service delivery. This role will work closely with the kitchen team to ensure we make the best possible use of our new space to generate income for the charity.

As part of our small team, this post will play a crucial role in helping sustain our essential services for people living with HIV in London at times of crisis. Our team works together to create a fun and productive work environment where everyone's contribution is equally welcomed and valued. We especially enjoy food, cooking, nutrition facts and recipes! With the capacity to take the initiative and work independently the post holder will work closely with the CEO to achieve our fundraising income targets.

Job description

Fundraising events

- Deliver an agreed programme of community fundraising activities and events each year
- Provide logistical support to individual fundraisers and volunteers involved in a wide range of fundraising activities and events, internally and externally
- Maintain accurate and comprehensive fundraising records on the office database.
- Support the development and creation of promotional materials for events and campaigns including web site updates and social media channels.
- Develop new resources and activities to enhance giving at fundraising events
- Undertake research as required into potential new fundraising events and campaigns

Individual donors and corporate supporters

- Sustain and further develop our relationships with existing and new individual donors in order to cultivate long term donor relationships
- Contribute to annual individual giving fundraising appeals
- Develop new fundraising initiatives in order to increase support from individual and corporate donors

Communications

- Lead on our social media activities (Facebook, Instagram, Twitter) to raise awareness and engagement with the charity
- Sustain effective communication with potential donors and other stakeholders and increase opportunities for giving
- Sustain effective external communication in support of the community and events programme of activities
- Ensure timely acknowledgment of income to all donors and accurate and comprehensive donor and income records on the office database.
- Prepare reports detailing income received against targets

Team

- Work closely with the Volunteer Co-ordinator, the kitchen team and other colleagues to support the design and delivery of all our community and events fundraising activities
- Work with colleagues to maximise the income generation potential of the community café.
- Actively participate in team meetings and support the work of colleagues as appropriate

General

- In all activities and day to day work, demonstrate your commitment to The Food Chain's charitable purpose, values and ethos
- Carry out all activities in a way that actively demonstrates our commitment to quality, diversity and inclusion
- Carry out all activities safely, giving full consideration to risk assessment and health and safety practices
- Participate fully in supervision, training and development opportunities as agreed between yourself and the fundraising manager
- Carry out all other reasonable duties when requested

Person specification

Experience, Knowledge & Competencies

Experience:

- Experience of organising community and fundraising events with demonstrable success in income generation
- Experience of working with volunteer fundraisers in a variety of settings
- Experience of working with corporate supporters and/or individual donors
- Experience of creating and sustaining positive relationships with a diverse range of supporters and donors
- Experience of using a range of social media platforms effectively

Knowledge

Understanding of the issues faced by people living with HIV in the UK and the ability to explain this to others

Competency

- Excellent organisational skills, with the ability to manage multiple tasks, prioritise work and engage collaboratively
- The ability to effectively represent the organisation and communicate with a range of stakeholders
- Confident networking and relationship building skills
- A high level of IT competence and experience of databases
- Self-motivated with a “can-do” attitude, and the ability to work enthusiastically and supportively within small team
- The ability to occasionally work outside ‘normal’ office hours including some evenings and weekend work for which time off in lieu will be available

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Application Form

Post Applied For **Fundraising Co-ordinator – Community events and individual donors**

Closing Date **Wednesday 9th February 2022**

Please ensure that you complete all sections of the form in full, **do not submit a CV.**
Please return your completed forms:

- By email to: **recruitment@foodchain.org.uk**

1.0 Current/Most Recent Employer

Employer (please include name, address, telephone number and type of business):
Job Title:
Brief description of duties:
Dates From/To:
Reason for leaving/wishing to leave:
Current Salary:

2.0 Previous Employment

(continue on a separate sheet if necessary)

Employer (please include name, address, telephone number and type of business):
Job Title:
Brief description of duties:
Dates From/To:
Reason for leaving:

Employer (please include name, address, telephone number and type of business):
Job Title:
Brief description of duties:
Dates From/To:
Reason for leaving:

Employer (please include name, address, telephone number and type of business):
Job Title:

Brief description of duties:
Dates From/To:
Notice Required:
Reason for leaving:

2.0 Voluntary and/or other relevant experiences
 (continue on a separate sheet if necessary)

Please detail any voluntary work, community activity, life or other experiences that you feel make you suitable for this position.

Role	Organisation (if applicable)	Main tasks	Dates (From/To)

3.0 Training & Development

Please give details of any training you have received or courses attended that you feel are relevant to the post. This can include formal and informal, in-house and external training.

Training	Length of course	Date

4.0 Education & Qualifications

Please tell us about your education and qualifications that are relevant to the post.

Subject	Qualification gained	Where studied

5.0 Supporting Statement

Please explain why you are applying for this vacancy and how you feel that you fulfil the **Experience, knowledge & competencies** set out in the job description. Please feel free to attach additional pages if necessary (maximum two sides of A4)

6.0 References

Please give names and address of two referees – one must be your current/most recent employer, the other must be a personal referee:

<u>Employer</u>	<u>Personal</u>
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:

All appointments are subject to receipt of references which we find to be satisfactory. We may wish to take up references from other previous employers.

7.0 I confirm that I have the right to work in the UK. **Y/N**
Documents will need to be produced before employment commences.

Declaration

Please read and sign the declaration.

I declare that, to the best of my knowledge, that the information detailed within this form and any accompanying/supporting documents is correct.

I understand that if I give, in the application or during interview, false or misleading information then this may lead to me being dismissed.

I consent to Positive East approaching a reference contact.

Signed

Dated

Name and Address

Please use this form to give personal details which will be required to contact you for invitation to interview, if shortlisted. This information will be detached from the application form when it is received and will not be available to the selection panel.

Name:

Address:

Telephone: (Day)

(Evening)

Email address:

Please return your completed form via email to: **recruitment@foodchain.org.uk**

PLEASE REMEMBER TO ATTACH YOUR EQUAL OPPORTUNITIES MONITORING FORM AND DECLARATION OF OFFENCES FORM.

Equal Opportunities Monitoring Form

Post: Fundraising Co-ordinator – Community events and individual donors

This form is intended to help The Food Chain in monitoring the effectiveness of our Equal Opportunities Statement. You are not required to complete any part of this form, but we would appreciate it if you did. Information given will be used only for statistical purposes and will not be available to the selection panel. The form will be shredded after the information has been taken from it.

Gender

Which of the following options best describes how you think of your gender?

Male Female Non-binary In another way Prefer not to say

Is your gender identity the same as the gender you were given at birth?

Yes No Prefer not to say

How would you describe your ethnic origin ?

Choose ONE section from A to E

- A Asian or Asian British
 Bangladeshi
 Indian
 Pakistani
 Any other Asian background, please write in box
- B Black or Black British
 African
 Caribbean
 Any other Black background, please write in box
- C Chinese or other ethnic group
 Chinese
 Any other, please write in box
- D Mixed Heritage
 White and Asian
 White and Black African
 White and Black Caribbean
 Any other Mixed background, please write in box
- E White
 British
 English
 Irish
 Scottish
 Welsh
 Any other White background, please write in box
- F Prefer not to say

Do you consider yourself to have a disability or a long-term health condition?

- Yes No

What is the effect or impact of your disability or health condition?

- Prefer not to say

What is your sexual orientation?

- Bisexual
 Gay man
 Gay Woman / Lesbian
 Heterosexual / Straight
 Other
 Prefer not to say

Please tick the box that best describes your religious belief:

- Buddhist
 Christian
 Hindu
 Jew
 Muslim
 Sikh
 Other Religion or Belief (please state)
 No Religion
 Prefer not to say

In what year were you born?

Where did you see this post advertised?

Thank you for completing this form

Declaration of Offences

Post: Fundraising Coordinator – Community & Events and Individuals

Name:

Please provide details of any criminal offences of which you have ever been convicted (including moving vehicle motoring offences, but not parking offences) or police cautions you have received. Please include spent convictions: Note that this post involves the provision of care services to vulnerable adults, and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the [Rehabilitation of Offenders Act 1974 \(Exceptions\) \(Amendment\) Order 2002 SI 2002/441](#) para 5(2)).

Criminal Convictions

Employment Record

Have you been subject of a disciplinary investigation, in any of your previous employment positions, which did not lead to proceedings? If yes please give details.

Have you been disciplined in your any of your previous employment positions? If yes please give details.

This form will be shredded at the end of the selection process