

JOB DESCRIPTION AND PERSON SPECIFICATION



ROLE: COMMUNITY FUNDRAISER (FIXED-TERM, 12 MONTHS)

Salary: £30,000 per annum
(pro rata)

Contract: Part-time,
Fixed-Term (12 months)

Location: Hybrid

Hours: 20 hours a week
(over 3 or 4 days)

Reports to: CEO

Benefits:

- 33 days holiday (including bank holidays) pro rata for part-time
- Employee Assistance Programme
- Bright Exchange

About Us

Baby Necessities is a local baby bank charity based in Romsey, supporting families experiencing financial hardship by providing essential items for babies and young children. As we continue to grow, we are preparing to move to a new premises as part of our two-year exit strategy, ensuring our services can reach even more families in need.

To make this move possible, we are launching a major fundraising appeal and we're looking for a talented Community Fundraiser to lead on this exciting project.

Appeal Vision

Our baby bank has grown beyond what our current space can support. Every week, more families are referred to us, and demand for essentials like nappies, formula, cots and clothes is increasing. Yet with limited space, we risk not being able to meet this need.

We have a vision: a new, larger home where every aspect of our work can flourish.

A safe, welcoming hub where:

- Families can be supported with dignity.
- Volunteers and partners can work together more effectively.
- We can run vital services (like weighing clinics) without constraint.

This move is about more than a building. It is about building hope, stronger foundations, and a future where every local family gets the best start possible.

Purpose of the Role

The Community Fundraiser will lead in delivering our Moving Premises Appeal, driving income generation through community engagement, corporate partnerships, individual giving and local fundraising initiatives. They will play a vital role in raising awareness, cultivating relationships and mobilising community support to ensure we reach our fundraising targets.

The role will also contribute to our wider fundraising and income strategy, helping to build diverse, sustainable income streams that will secure the long-term future of our work and enable us to deepen our impact across the community.

KEY RESPONSIBILITIES

Fundraising & Relationship Management

- Deliver and implement the Appeal Strategy in line with the charity's two-year exit plan and overarching fundraising strategy.
- Develop and maintain relationships with a range of supporters and key stakeholders - including corporate partners, local businesses, community groups, trusts and individual donors.
- Identify and secure new fundraising opportunities across the community.
- Manage and grow individual giving and community fundraising streams to meet income targets.
- Support and inspire volunteers, community fundraisers and local ambassadors to raise funds and champion the appeal.

Campaigns & Events

- Plan, coordinate and deliver fundraising events and campaigns to support the appeal.
- Work with the Marketing and Communications Officer to raise awareness of the appeal and promote events and fundraising initiatives through social media, press and local networks.

Appeal Coordination

- Act as the main point of contact for the Moving Premises Appeal, ensuring alignment with the charity's strategic goals.
- Track fundraising progress, produce regular reports and monitor donor engagement.
- Ensure all fundraising activity complies with charity law.

Awareness & Engagement

- Raise the profile of Baby Necessities and the appeal across the local community.
- Attend community events, networking opportunities and meetings to promote the appeal and build partnerships.
- Champion the charity's values and communicate the importance of our work with warmth and professionalism.



PERSON SPECIFICATION

Essential Experience & Skills

- Experience in fundraising, ideally within the charity or voluntary sector. Or equivalent transferable skills such as community engagement, marketing or partnership working.
- Demonstrable success in community work, corporate partnerships, or individual giving fundraising.
- Experience of developing and maintaining relationships with a wide range of stakeholders.
- Strong organisational skills, with the ability to manage multiple projects and meet deadlines.
- Confident communicator with excellent written and verbal communication skills.
- Creative and proactive approach to problem-solving and community engagement.
- Ability to work both independently and collaboratively within a small team.
- Willingness to work flexibly, including occasional evenings or weekends for events.

Desirable

- Experience running or supporting a capital appeal or large-scale fundraising campaign.
- Familiarity with CRM or donor databases and fundraising platforms (e.g. JustGiving, Donorfy).
- Knowledge of the local community and networks in Southampton, Test Valley, Eastleigh, New Forest.
- Passion for supporting families and children, and commitment to Baby Necessities' mission.

What We Offer

- A meaningful role with visible impact in your local community.
- Flexible and supportive working environment.
- Opportunities for professional development.
- The chance to play a key role in securing the future of a much-loved local charity.

How to Apply

Please send your CV and a cover letter outlining how you meet the person specification to info@baby necessities.co.uk by Tuesday 4th November 2025.

Interviews will take place week commencing Monday 10th November 2025.

