**FUNDRAISING OFFICER**

**25 hours per week. Hybrid working is possible.**

**STONEBRIDGE CITY FARM**

**ROLE DESCRIPTION and PERSON SPECIFICATION**

Stonebridge City Farm is a registered charity which is a visitor centre, education and training centre and volunteer hub. Our mission is to empower and develop the local community. Visitors can enjoy a ‘small slice of the countryside in the heart of the city’. Free to visit and open every day, with a number of animals, big and small, gardens, and amenities such as the café, shop and playground.

The farm welcomes 60,000 visitors a year and is supported by 150 volunteers each week and we host a number of onsite activities, often in collaboration with other community groups, schools and colleges.

We generate income from a variety of sources, including grants resulting from applications to trusts and foundations, donations, education and support services, online and onsite income from our café, garden, shop and animal services.

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| **PURPOSE OF THE ROLE**  The Fundraising Officer is responsible for leading the development of our fundraising strategy, researching and recommending new income streams and meeting fundraising targets. There is an emphasis on maintaining and developing grant applications to charitable trusts and foundations. |
| **KEY RESPONSIBILITIES** |
| * Develop, agree and implement a fundraising strategy that delivers the charity’s short- and long-term income goals. * Identify and write fundraising applications to a variety of sources. * Maintain accurate records. * Complete monitoring and feedback reports. * Implement fundraising campaigns. * Write compelling case studies and promote Stonebridge City Farm’s work and outcomes. * Identify and liaise with key stakeholders. * Build strong corporate relationships. * Build strong relationships and regularly communicate with both existing and new supporters. * Develop plans and act to grow donations. * Ensure compliance with all policies and the code of fundraising practice. * Support the farm’s events and wider community activities. * Work closely with the Marketing Co-ordinator. * Uphold the charity’s values. |
| **REQUIRED SKILLS AND EXPERIENCE** |
| * Excellent and persuasive written and communication skills. * The ability to thoroughly research, identify and write effective grant applications. * Previous charity fundraising experience is desirable but applicants may also have experience writing commercial proposals and business to business sales. * Experience of building strong relationships with stakeholders. * Excellent verbal and presentation skills. * A thorough understanding of the digital opportunity. * The ability to work independently, to take ownership and meet deadlines. * The ability to combine a strategic approach with operational detail and the willingness to help out in a busy environment. * A passionate and professional advocate for the charity’s work. * Strong planning and organisation skills. * Attention to detail. * Empathy – a calm and supportive style to motivate, encourage and support people. * A team player. * Customer service – the skills to provide a high level of service to visitors, volunteers, education organisations, community groups and stakeholders. * Good IT skills such as Word, Excel, Powerpoint and Publisher.   **VALUES**  Stonebridge City Farm is a values led organisation. Our values are to enable people, and be tolerant, positive, inclusive, accessible and forward thinking at all times. We seek applicants whose personal values and behaviour match these, and have the desire to take on a key role at the farm.  It is also important to observe GDPR at all times and protect personal data. |
| This is a part-time position, 25 hours per week, reporting to the Chief Executive. Working mostly Monday to Friday, there is flexibility to combine office and home working. Occasional weekend and out of hours work is required. The salary is £13 per hour (FTE £25,350 pa). |

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| Stonebridge City Farm is committed to a policy of diversity and inclusion, creating a workforce representative of the diverse communities we work with. |

**To apply, please email our Chief Executive, Peter Armitage, with your CV and a letter describing how you meet the requirements for this role. Please email** [**peter@stonebridgecityfarm.com**](mailto:peter@stonebridgecityfarm.com) **by 8th February 2023.**