

8<sup>th</sup> January 2018

Dear Candidate,

### **Fundraising Officer**

My name is Clare Richards and I am the Chief Executive of The ClementJames Centre. We are looking for a high-calibre graduate to join our staff team as a Fundraising Officer with the aptitude and ability to learn on the job. This role will require you to work with the Fundraising Manager to organise and maintain all fundraising systems/procedures. You will be responsible for working with the CEO, Fundraising Manager and Fundraising and Development Committee in all aspects of fundraising, particularly in the management of fundraising events and trusts and foundations.

The ClementJames Centre is an award-winning charity that empowers the community to release its potential through education, employment and wellbeing support. The foundations of our work are our four aligned programmes:

Communicate – Adult Learning programme providing ESOL classes, basic skills and advice and guidance to over 300 adults each year

**Into**University – Multi-stranded programme of support for over 1500 children and young people enabling them to attain a university place or another chosen aspiration

**Into**Work – Bespoke employment programme breaking barriers to work and training for over 400 adults and young people each year

Community Hub – providing tailored support focussing on numeracy and literacy, emotional wellbeing and advice and guidance.

All of our programmes and services have expanded substantially over the past 5 years and at this exciting time we are looking for a high-calibre graduate to join our team as a Fundraising Officer, with the opportunity to work flexible hours.

You will have excellent analytical skills, excellent written English, extremely efficient organisation skills and excellent inter-personal and communication skills. You will have completed an undergraduate degree to a 2.1 or higher level and be able to demonstrate meticulous attention to detail and will be highly efficient. You will also have passion and enthusiasm for the mission of The ClementJames Centre.

The salary is £21,600 and training will be provided.

If you wish to apply, please email your application to [jobs@clementjames.org](mailto:jobs@clementjames.org) by 9am on **Monday 29<sup>th</sup> January 2018**. If shortlisted, you will be invited to a selection day on **Wednesday 31<sup>st</sup> January**. This post will start in February 2018. If you would like to find out further information about the charity do look on our website: [www.clementjames.org](http://www.clementjames.org).

Thank you very much for your interest in this role and in our charity.

Yours sincerely

Clare Richards MBE  
**Chief Executive**

## Job Description and Person Specification



### Fundraising Officer

PLACE OF WORK	95 Sirdar Road, London W11 4EQ.
START DATE	February 2018
CONTRACT TYPE	Permanent
SALARY	£21,600
HOURS OF WORK	Full-time 37.5 hours. Part-time would be considered (minimum of 3 days per week). The usual working hours for this post are 9.30am - 6.00pm, Monday to Friday. Some additional weekend & unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document.
HOLIDAY	25 days pro rata + Bank Holidays
MANAGEMENT	This position will be line-managed by the Fundraising Manager
KEY SKILLS	Excellent written English, extremely efficient organisation skills and excellent communication skills.
TRAINING	There is an initial training/induction period and on-going support.
APPLICATION	By application form only; CVs are not an acceptable alternative.
CLOSING DATE	<b>9am, Monday 29<sup>th</sup> January 2018.</b> We suggest applicants submit in good time because late applications will not be considered.
SELECTION PROCESS	<b>Wednesday 31<sup>st</sup> January 2018.</b>

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. The ClementJames Centre is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time.

## Who are we looking for?

The applicant must:

- Have completed an undergraduate degree to a 2.1 or higher level
- Take pride in being supremely efficient, very well organised and be able to develop a clear action plan
- Be someone who actively seeks solutions to problems
- Be self-motivated with a positive attitude and able to work flexibly
- Have excellent written English and be able to analyse and summarise information clearly and accurately
- Have excellent interpersonal skills and be able to communicate effectively with a broad range of people – from users of our programmes to trustees, partners, donors and funders
- Be prepared to roll up her/his sleeves as part of a small team and undertake detailed tasks as well as having an eye for the broader needs of the charity
- Be highly resourceful and able to learn very quickly
- Have exceptional communication skills with the ability to write very high-quality copy in a range of different styles for different audiences and be an excellent proof-reader
- Have excellent listening skills and be able to understand and assess information quickly
- Be highly computer literate, conversant with Microsoft Word, PowerPoint and Excel
- Be able to work very effectively under pressure, meet tight deadlines, prioritise and pay excellent attention to detail
- Be able to demonstrate flexibility and commitment to taking a full and active part in the life of The ClementJames Centre, adapting to and managing change
- Fundraising experience is desirable but not essential.

## What will your main duties be?

- To maintain the ethos and values of the charity
- To maintain the delivery of high quality funding applications (to include statutory, trusts and foundations and corporates)
- To effectively present the charity to a range of corporates, donors and funders
- To work with the Chief Executive and Fundraising Manager to:
  - plan and deliver a funding timetable to meet the needs of the charity's expansion plan – this will include identifying and applying to new funders
  - to ensure that the monitoring and reporting requirements of current funders are met
  - research new funding opportunities and keep a record of all enquiries
  - organise and maintain all fundraising systems/procedures, including keeping accurate and up-to-date records about donors and their requirements and tracking funding applications and their progress
  - maintain all relevant records on the ClementJames database

- nurture relationships (by media and written communications, telephone calls and face-to-face meetings) with fundraising contacts, including individual donors and contacts from trust funders and corporate foundations
  - support donor solicitations and thank yous and produce reports
- To provide support to the senior leadership team and Funding and Development Committee in all aspects of fundraising, particularly in donor campaigns, including keeping track of meetings, taking minutes, writing thank you letters and attending meetings
  - To work with the SLT and FDC to produce fundraising mailings/materials and other publicity
  - To work with the Finance Officer and manage records of giving
  - To work with the Operations Manager to research local statistics to ensure that funding information, reports and applications, accurately reflect the programmes and the local community
  - To work with the Development Board and other volunteers to support the charity's fundraising efforts
  - To organise and support any fundraising events which may require evening and weekend work
  - To work with the rest of the office team to provide support to the SLT in relation to the general running of the charity
  - To work with the Finance Officer and the receptionist to efficiently manage and maintain office systems including filing systems, post, ordering supplies etc.
  - To positively promote the work and activities of the charity at all times
  - To keep up-to-date with all local competitors, recording and updating important information and circulating it to the FDC and Trustees when necessary
  - To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Health & Safety and Working with Vulnerable Groups
  - To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

## Induction, training and supervision



### What support will you receive?

Our staff are supported from the moment they are appointed. If you are successful, you'll embark upon a programme of training and support from day one.

### What will the training and induction programme involve?

The initial induction programme includes:

- A weekly review meeting for the first four weeks
- A Fundraising Booklet – detailing systems and essential information
- Regular meetings with your line-manager
- An introduction to the charity, its values, its governance and its expansion strategy
- An introduction to how the main office works
- Specific training sessions relevant to your role
- A five day Investment in Excellence Training Course