

January 2020

Dear Candidate

Thank you for your interest in our Fundraising Officer vacancy. These are exciting times for us and we are looking for an exceptional person to join our organisation.

Shropshire Rural Communities Charity (RCC) a long-established local charity with a great reputation and a strong track record of delivering quality work which puts service users at the centre.

Towards the end of 2020 we will begin the celebrations of 60 years of serving the community in Shropshire followed by a comprehensive programme of fundraising events. We have had good success with community fundraising over the past ten years and now we want to crank it up!

Our ambition is to build our donor base by reaching as many Shropshire people as possible so that we can deliver more services to more people. We are looking for someone who thinks strategically, has a solid foundation of fundraising skills to draw on, and can write compelling cases for support which tells the stories that will bring our work alive, all for a great cause!

Does that sound like you? If so, we want to hear from you.

To apply for this role, please complete the application form with a supporting statement to Julia.baron@shropshire-rcc.org.uk or by post (clearly marked Confidential – Job application) to:

Julia Baron, Chief Executive
Shropshire RCC
4 The Creative Quarter
Shrewsbury Business Park
Shrewsbury
SY2 6LG

The closing date for applications is **12.00 noon on Tuesday 25 February**, with interviews taking place on 3 or 5 March 2020.

Thank you for your interest in working for Shropshire RCC. We look forward to receiving your application.

Yours sincerely

Julia Baron

Julia Baron
Chief Executive

GUIDELINES ON COMPLETING YOUR APPLICATION

- All applicants must use the form provided. Please do not submit a CV, even as an appendix. If you do, it will not be considered during the shortlisting process
- Applications received after the closing date, for whatever reason, will not be considered.
- Job Description and Person Specification: The Job Description outlines the tasks you will be expected to deliver if you are successful; the Person Specification describes the personal qualities we are looking for to fill the post. Your application should, therefore, be based primarily on the Person Specification, using the job description to give examples where you used your skills and experience to undertake similar tasks in previous jobs.
- Consider yourself against those requirements: You will need to show on the form evidence that you have those requirements. Include voluntary and part time work, as this may help uncover skills which you may have taken for granted but which could be relevant to the job applied for.
- Education/Training/Qualifications: Please detail the information which is relevant to your application. It is not necessary to list every day long training course you have attended. Please note that if you are shortlisted, you will be asked to supply evidence of your qualifications (such as original certificates) on the day of your interview.
- Declaration: – if you submit your application by email and are shortlisted, you will be asked to sign your application form on the day of interview

What happens next?

Short-listing will take place soon after the closing date, and as soon as possible after this, you will be informed as to whether or not you have been invited to interview. If you would need any special arrangements in order to attend for interview, please either include this on the form or attach a separate sheet if necessary.

All appointments are made subject to satisfactory references being received, and satisfactory completion of a probationary period.

Job Description

Job Title: Fundraising Officer

Hours: Full time – 37 hrs per week. We will consider a request for 30 hpw for the right candidate

Reporting to: The post will be managed day-to-day by the Chief Executive. The post will also support other members of the Senior Management team and may from time to time, be required to report to the Board of Trustees

Job Purpose:

- To develop and deliver a comprehensive fundraising strategy so that SRCC develops our income through a range of fundraising activities, events campaigns and initiatives
- To support new and existing donors and to enable groups and individuals to fundraise on our behalf

Key Tasks:

Fundraising development

- To lead on the development and implementation of our forward fundraising strategy. To develop and deliver a fundraising plan to target local companies and retailers for corporate sponsorship, donations, involvement in events and to become their “charity of the year”.
- To plan a calendar of fundraising events at the start of each financial year to ensure consistent targeted activity across the year.
- To develop new fundraising campaigns and ideas.
- To develop volunteer support groups. Working with the Marketing Manager, produce a range of fundraising materials and resources to assist community supporters with their fundraising efforts
- To be responsible for the distribution and selling of charity Christmas cards including recruiting and supporting sufficient volunteers to sustain our place in the Charity Christmas Card shop.

Profile and awareness raising

- To deliver talks and presentations to local organisations – schools, rotary clubs, WIs etc to raise awareness of and support for Shropshire RCC projects, and ways that they can support them.
- To expand our supporter and donor base through identifying, engaging and enthusing new donors and stewarding existing donors. To represent Shropshire RCC at external meetings where relevant, to build networks of potential contacts.
- To be available to represent Shropshire RCC at cheque presentations, photo opportunities with local media etc and to address the audience if required.

Administration

- To maintain electronic and paper records and statistics using management information systems.
- To maintain up to date knowledge of relevant legislation, compliance and good practice in all areas of fundraising and ensure standards are maintained
- To maintain the highest standards of confidentiality and comply with the data Protection Act at all times
- To produce reports as required for monitoring purposes

Other duties

Particular duties and responsibilities may vary from time to time without changing the general character of the duties or level of responsibility entailed. The postholder may therefore be required to pursue activities other than those specified above, within the remit of the post.

Person Specification

	Essential	Desirable
Education and Training	Good level of literacy and numeracy	Certificate in Fundraising
Knowledge	<p>Knowledge of current good practice in fundraising and the regulatory environment for fundraising include IoF Code of practice and GDPR regulations.</p> <p>Understanding of the different types of funders and their varied expectations of what constitutes a successful funding relationship/charity partnership</p>	Higher level fundraising qualification
Experience	<p>A demonstrable track record in developing and managing successful fundraising initiatives</p> <p>Experience of recruiting, training and supporting volunteer supporters and fundraisers and planning and running community based fundraising events</p> <p>Experience in developing promotional materials for fundraising purposes</p>	<p>Experience of building relationships with the private sector and corporate sponsors and stewarding of those relationships.</p> <p>Experience of working with high net worth individuals</p> <p>Experience of using social media for fundraising</p>
Skills	<p>Excellent oral/written communication, interpersonal and confident presentation skills</p> <p>Good IT skills</p>	Database skills and using a CRM for fundraising purposes
Attitude	<p>Creative and resourceful – a ‘Self starter’ – able to demonstrate initiative with minimum supervision.</p> <p>Confident when meeting new people. Tenacious and persuasive.</p> <p>Able to work as a member of a Team as well as alone</p> <p>Methodical and organised in approach to work. Good time management and ability to meet deadlines</p> <p>Able to meet the travel requirements of the post</p>	Keen to progress and willing to participate in training if required

MAIN CONDITIONS OF SERVICE

Salary	SCP 15 – currently £22,911 for full time post (37 hours per week)
Term of employment:	This is a fixed term position for a period of 12 months, renewable subject to performance and availability of funding. Confirmation of employment will be dependent on completion of a probationary period (see below).
Probationary period	This post carries a probationary period of 3 months. Confirmation of employment will be subject to satisfactory performance during this period.
Hours:	37 hours per week (excluding lunch breaks). We will consider a request for fewer hours for the right candidate. Core office hours are 9.00am – 5.00pm Monday to Thursday, with an earlier finish on Friday. Candidates should be aware that, from time to time, they will be required to work 'out of hours' work during evenings or at weekends due to the nature of the work. Shropshire RCC operates a time off in lieu system in order to compensate for this, but a flexible approach is required in order to enable the duties of the post to be properly discharged.
Holiday:	24 days per annum plus statutory Bank Holidays. The holiday year runs from April to March. Holiday entitlement for staff joining the organisation during the year will be calculated on a pro-rata basis per complete month worked.
Pension:	This post is pensionable. The postholder will be entitled to an employer's pension contribution of up to 5% of salary into the RCC group pension scheme, providing this is matched by at least the equivalent % of salary contribution by the employee.
Place of work:	Shrewsbury. We operate from high quality office accommodation, with parking, in a modern accessible building on Shrewsbury Business Park
Termination of Employment:	One week's notice in writing on either side during the Probationary Period. Upon confirmation of appointment, two calendar months' notice in writing.
Use of car for business purposes	During the course of your work you will be required to travel away from your office base. When using your own car for such travel, Shropshire RCC will reimburse you as a casual car user at the current rate of forty five pence per mile. You are required to ensure that your car insurance covers you to use your vehicle for business purposes.

January 2020

Recruitment Data Privacy Statement

During recruitment we will collect and store personal information you submit to it via our application process. Please read the following privacy policy to understand how Shropshire RCC uses and protects the information you provide. By submitting your personal information, you are consenting to Shropshire RCC holding and using it in accordance with this policy.

Contents:

1. Information that we collect from you
2. How we handle the data that is submitted by you
3. How to contact us

1.0 Information that we collect from you

During our recruitment process you will be asked to provide certain information yourself, including your name, contact details, and job history. Some of the information is mandatory in order for Shropshire RCC to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. However, some of the information is optional (where indicated) and you can choose not to complete.

2.0 How we handle the data that is submitted by you

Personal data is collected to facilitate the recruitment process and used for anonymised reporting purposes to our Board of Directors to ensure that we are reaching the widest pool of prospective candidates.

In the event of your application resulting in the offer and your acceptance of a position at Shropshire RCC, your personal information will be held in the Shropshire RCC staff database.

2.1 Data Protection Legislation

Shropshire RCC is your data controller. As your data controller Shropshire RCC has notified its activities to the Office of the Information Commissioner as required under the Data Protection Act 1998 (the "Act") and is listed in the Public Register of Data Controllers. Personal information will only be collected and/or processed by Shropshire RCC in accordance with the Act.

2.2 Disclosure of your information

Except as set out in this policy or as required by law, your personal data will not be provided to any third party without your prior written consent.

2.3 Data Protection Statement:

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes of Shropshire RCC and in connection with any subsequent employment, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. By submitting your personal data and application, you:

- (1) declare that you have read, understood and accepted the statements set out in this data protection clause;
- (2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;

(3) are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and
(4) are authorising Shropshire RCC to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

2.4 Data Retention

Unsuccessful applicant data will be held within the recruitment system for a period of twelve months before being destroyed in order that we can contact you if we have a further vacancy and we can respond to statutory reporting requests. Successful applicant data will be deleted within two years following the end of your employment with us

3.0 How to contact us

For any queries you may have in connection with this privacy statement, please contact: Shropshire RCC, 4 The Creative Quarter, Shrewsbury Business Park, Shrewsbury SY4 1EH