



Candidate Information Pack Charity Fundraiser

Inspiring the next generation to explore Christianity.

The Family Trust, 4 Buckland Road, Maidstone, ME16 0SL | 01622 577960 | familytrust.org.uk
Registered Charity: 1162296 | Company Limited by Guarantee: 09453991

Welcome

Thank you for your interest in this position. If you are successful you will become part of an amazing charity, which began in the late 1980s. Over the years we have built an excellent reputation and we are working in over 120 primary schools across Maidstone, Medway and Swale and in several secondary schools in Maidstone. We work with primary and secondary schools, we seek to promote good quality Christian education with the mission statement 'Inspiring the next generation to explore Christianity.' In all our work we seek to maintain our values of being Christ-centred, pupil focussed, maintaining standards of integrity and excellence and being educational.

We are recruiting for an experienced, enthusiastic fundraiser to join our team. The main purpose of the role is to develop and grow income from trust funds, local business partners and community supporters in line with our fundraising targets. The Family Trust operates on an annual budget of around £350,000, there is a need to develop partners to secure income to ensure the stability and sustainability of the charity for the future. Applicants should be at ease with working within a Christian context.

This is an exciting opportunity to become part of a passionate team.

J.E. Alder

James Alder, Charity Manager

Job Role

Job Title:	Charity Fundraiser
Location:	Based at the Maidstone office, with options to work from Medway office or home.
Salary:	£12,500 per annum.
Reports to:	The Family Trust Charity Manager
Summary:	Have accountability for income streams for The Family Trust, and responsibility for meeting the budgeted targets for grants, corporate and community donations.
Hours of Work:	16 hours per week. Hours can be flexible to suit needs.

Responsibilities

Generating income:

Responsible for:

Meeting or exceeding the budgeted income targets for grant, corporate, and community donations.
Research, identify and write successful funding bids to appropriate grant making trusts.
Ensuring fundraising activity is carried out in accordance with current good practice and within charity law.

Reporting on income:

Responsible for:

Collating and analysing fundraising income data, reporting on fundraising performance, shaping future activities.

Provide fundraising reports to Charity Manager and Trustees.

Identify, create, and develop links with local businesses with the aim of securing corporate partnerships and sponsorship.

Person Specification

Area	Essential	Desirable
Knowledge and Qualification	Appropriate level of qualification (Degree level or equivalent experience)	Institute of Fundraising (IOF) qualification or training
	Knowledge of fundraising best practice and legal requirements	Understanding of the Christian sector
Experience	Proven fundraising experience	3 years experience as a successful fundraiser
	Proven experience of working to deadlines	Experience working with churches and Christian organisations
		Experience working with primary and or secondary schools
Administration	Fully IT literate including experience in Microsoft Office and managing funding databases	Experience using CAF bank's online campaign pages, and QuickBooks accounting software

Person Specification

Area	Essential	Desirable
Communication	Excellent interpersonal skills, able to work in team environments	Graphic design skills for use in written communications
	Excellent telephone manner	
	Excellent written communication	
	Comfortable presenting in public to prospective donors	
Personal Skills	Self-motivated, ability to work flexibly	Innovative and creative, not afraid to share ideas to increase donations further
	Ability to plan, balance and manage priorities	
	Enthusiastic about Christian education in schools	
Safeguarding	A good practical understanding and approach to safeguarding children	
Transport		Full UK driving licence, access to a car and insurance covering business use.



Please Complete electronically and return to katie@familytrust.org.uk

Please attach your CV, which should include education, qualifications and work experience with dates, explaining any gaps in employment. Should you wish, you may also attach a covering letter.

We are unable to accept applicants who are not UK residents or do not currently have a permit to work in the UK.

Application for the position of:

Title:

Full Name:

Address:

Postcode:

Home Telephone:

Mobile Number:

Email Address:

Do you have a full UK driving licence and access to a vehicle?

YES

NO

What is your National Insurance number?

Why have you applied to work at The Family Trust?

Please give details, using relevant examples, of your experience in managing and meeting targets in the following areas:

Grant fundraising:

Grant fundraising continued...

Corporate fundraising:

Public speaking:

Managing databases and reporting of data:

Working in the Christian sector, if applicable:

What experience do you have working as part of a team?

Please provide contact details of two professional referees. At least one of these should be your current employer.

Title: Full Name:

Relationship to you:

Home Telephone:

Email Address:

Are you happy for us to contact this individual prior to interview? Yes No

Title: Full Name:

Relationship to you:

Home Telephone:

Email Address:

If a job is offered to you, what date would you be able to commence work for The Family Trust?

Are you happy for us to contact this individual prior to interview? Yes No

Have you at any time been convicted, investigated or the subject of an enquiry for abuse or any abuse related activity or inappropriate behaviour. YES NO

If yes, please supply full details on a separate sheet. (Any such offence must be declared, as the provision of the Rehabilitation of Offenders Act does not apply.)

I am not currently on probation or conditional discharge; I have not been bound over or subject to a police caution for any offence or subject to any unspent criminal conviction.

Name: Date: