

# JANE TOMLINSON APPEAL

## Community Fundraiser

### Job description

<b>Key objectives</b>
To generate income and awareness of the Jane Tomlinson Appeal in our key communities
<b>Job Description</b>
Support new and existing fundraisers to generate income for the Appeal, allowing it to drive forward its key projects and objectives
Establish relationships and fundraising opportunities with local schools, rolling out our schools fundraising programmes
Develop relationships and fundraising opportunities with key stakeholders including local and small businesses, clubs, groups and associations
Support participants in challenge events throughout their fundraising journey, from sign up to event completion, through direct contact, social media and email communications
Recruit volunteers to support your fundraising activities
Deliver talks and presentations to key stakeholders
Play a role in marketing your events, via posters, flyers, email and online
Report on the income you have generated on a monthly basis

<b>Salary, hours and location</b>
Salary: Up to £22,500 (pro rata), depending on experience
Hours: P/T. Up to 30 hours a week, negotiable. There will be some evening and weekend working with time off in lieu and expenses paid
Location: Leeds, West Yorkshire, with some travel throughout the North and Midlands

### Person specification

	Essential	Desirable
Experience		
<b>Education and qualifications</b>		
Educated to degree level or equivalent		✓
<b>Knowledge and experience</b>		
At least one year of experience of fundraising	✓	

Experience of recruiting and managing volunteers	✓	
Experience of fundraising in schools		✓
Experience of challenge events fundraising		✓
Experience of working with databases		✓
<b>Skills</b>		
Good communication skills, both written and verbal	✓	
Ability to confidently communicate with a range of audiences	✓	
Excellent IT skills, including Microsoft packages		✓
Strong organisational skills	✓	
Ability to manage number of tasks simultaneously	✓	
<b>Personal attributes</b>		
A genuine passion for charity and the third sector	✓	
Ability to inspire others	✓	
Able to work on own initiative as well as part of a team	✓	
<b>Other requirements</b>		
Full driving licence and access to vehicle	✓	
Ability to work flexibly, including some evenings and weekends	✓	