



Fundraising Officer

Salary: Up to £24,000

Responsible to: Fundraising & Communications Manager

Hours of work: 35 hours per week

Place of work: Wenlock House, 41-43 North Street, Brighton & remote

Annual leave entitlement: 25 days per year + bank holidays + birthday

Pension: 3% rising by 2% every 2 years up to 6%

Notice period: 2 months

About The Clock Tower Sanctuary

The Clock Tower Sanctuary (CTS) is Brighton & Hove's only day centre for 16-25-year-olds who are homeless, or insecurely housed. Our clients are rough sleeping, living in hostels or other temporary accommodation, or sleeping on floors and sofas – leaving them vulnerable to exploitation, violence and abuse and at increased risk of poor mental and physical health. We offer a safe, supportive environment, where young people experiencing homelessness can access food, showers, laundry facilities, clean clothing and help with the costs of mobile credit, toiletries and sanitary products. We offer life skills classes, as well as activities such as music, yoga, fitness, photography and men's, women's and LGBTQ+ groups, to build confidence and self-esteem. Through one-to-one case-working, we support our clients to identify a pathway out of their situations; to find housing, work and training and improve their life chances, so that they can look forward to more positive futures.

About the role

We are seeking an enthusiastic and motivated Fundraising Officer to join our small, friendly team to build on our successful income generation from Trusts & Foundations, corporate partners, community organisations and individual supporters. The role will suit someone with experience of at least one of these areas and who is keen to broaden their skills. We envisage the post being split between our office and remote working, with regular meetings in Brighton. Key responsibilities

- Submit applications to relevant Trusts & Foundations, undertaking research to ensure bids meet funding criteria and align with internal requirements, to achieve annual income targets.
- Work closely with one other Fundraiser (0.6 FTE) to develop relationships with businesses, community groups and individuals, to maximise support and achieve annual income targets.
- Support delivery of CTS' fundraising activities and third-party events, ensure supporters are stewarded and donations managed in accordance with CTS policies, keeping accurate records on Donorfy and liaising with Communications Officer to inform planning and promotion.
- Deliver an excellent supporter experience for incoming enquiries and 'in aid of fundraising' and ensure donations are managed in accordance with CTS policies.

- Represent CTS at external events e.g. giving presentations at schools, workplaces and/or liaise with CTS volunteers to provide support.
- Ensure compliance with GDPR and other Data Protection requirements and best practice.
- Act in accordance with The Clock Tower Sanctuary values, promoting our approach to Equal Opportunities and other policies as captured in the Staff Handbook

Person Specification

Skills and attributes	Essential	Desirable
At least two years' fundraising experience with successful results generating income from corporate partners, community organisations and/or Trusts and Foundations	X	
Excellent writing skills with experience of creating effective cope for a variety of audiences	X	
Capable of working independently, managing multiple projects to meet deadlines.	X	
Confidence and competence to work independently in a busy environment.	X	
Strong interpersonal skills with ability to forge internal and external relationships.	X	
Willingness to work some evenings and weekends.	X	
Understanding of the issues faced by young people using The Clock Tower Sanctuary's services		X
Experience of working for a small charity		X
Knowledge of CRM system e.g. Donorfy, Raisers Edge.		X
Understanding and experience of applying fundraising best practice and GDPR regulations.		X

How to apply

Application is by CV and supporting statement. In your supporting statement please explain how your experience, skills and knowledge meets the criteria marked * in the person specification.

Please email a letter of application outlining why you would like to join our team and how you meet the person specification, along with a copy of your CV to info@thects.org.uk Applications close on January 1st 2022 but we are shortlisting applications on a rolling basis so **early applications are encouraged**.

We are committed to maintaining a diverse staff team because we know how important it is to reflect the range of needs of the young people who use our services. To improve the diversity of the current staff team we want to strongly encourage applications from people of colour and those with lived experience of homelessness or insecure housing.