

## **Fundraising Officer Job Description**

### **Hours**

- 10 hours per week
- Fixed term contract (one year)

### **Salary**

- £28,000 per annum pro rata

### **Location**

- Remote working
- Physical presence in Oxfordshire will be required occasionally to attend in person meetings and events.

### **Reporting to**

- Charity Director

### **Line management responsibilities**

- No direct line management responsibility

### **About us**

With a history stretching back locally to 2006, Oxfordshire Breastfeeding Support (OBS) is a small breastfeeding support charity that was set up in 2018 to provide support to families living in Oxfordshire to enable them to breastfeed their children. The service is delivered by a small team of specialist Facilitators who are assisted by our 14 + trained volunteers.

Support is delivered via weekly in-person sessions and via individual video consultations. We also run two monthly group sessions on Zoom: a preparing to breastfeed session and a general breastfeeding support session. Support can also be accessed at any time via a closed Facebook group. In addition, we offer individualised support to young mothers (age under 19) in partnership with the Family Nurse Partnership. OBS serves approximately 1000 Oxfordshire families each year.

We are developing a fundraising strategy that will deliver a diverse income stream that includes grants, contracts and individual giving.

We are a small and friendly team of seven part-time staff and many volunteers. We work collaboratively within a framework of feminist working practices.

## **Job description**

The main focus of the role is to secure funds from grant making bodies which will allow OBS to deliver and develop its services. The postholder will implement and contribute to the charity's fundraising strategy, alongside a small close-knit team of committed staff and Trustees.

This role is a new position, ideal for someone with solid grant fundraising experience who wants to develop their fundraising experience in other areas including major donor, supporter and individual giving methods of fundraising.

We are seeking a confident and hardworking individual who can hit the ground running. You will be a people person who enjoys networking to build relationships and who can write clear and persuasive fundraising proposals.

## **Areas of responsibility/tasks**

- Develop and implement our fundraising strategy
- Identify and approach new trust and foundation grant funders
- Write well targeted funding applications
- Manage a portfolio of trust and foundations relationships
- Prepare reports and evaluations for funders
- Assist supporters to organise independent fundraising events, as required
- Other related activities as required

## **Person specification**

No candidate will meet every single requirement. If your experience looks a little different, and you think you can bring value to the role, we'd love to hear from you.

## Essential Knowledge, Skills and Experience

1. Successful fundraising experience of securing significant funds from trusts and foundations.
2. Excellent writing skills with experience in bid and report writing
3. Good verbal communication skills
4. Good numeracy skills and experience of using spreadsheets
5. Experience of successful collaborative working
6. Knowledge of the UK fundraising landscape, including charitable grant giving organisations, funding policies, data protection and fundraising best practice
7. Experience of operating in a modern digital workplace, using tools such as Slack and Google suite
8. Strong organisational skills with the ability to work in a self-directed way
9. Commitment to OBS mission

## Desirable Knowledge, Skills and Experience

10. Knowledge of Oxfordshire fundraising landscape
11. Experience of Customer Relationship Management (CRM) software

## What we can offer you

- Flexible working practices
- Pension scheme
- Annual leave
- Learning and development opportunities

## Our recruitment process

OBS is committed to increasing the diversity of our team. People from diverse ethnic, cultural and social backgrounds, LGBTQ+ people and people with disabilities are strongly encouraged to apply.

Please apply by cover letter of no more than three pages of A4. In this letter please briefly list your previous work history, including dates of any employment in the last five years and address how you meet the first eight bullet points in the list of essential skills and experience detailed above. Please list your highest qualification.

These letters should be sent by email to Hannah Dingwall-Jones, our Administrator, at [hannahdj@oxbreastfeedingsupport.org](mailto:hannahdj@oxbreastfeedingsupport.org) by **14th April 2023**.

Interviews will take place virtually on **Tuesday 2nd May** and **Thursday 4th May 2023**.

Please also fill out our [equal opportunities monitoring form](#). This is anonymous and is not linked to your application.

Please ensure that your cover letter includes **your initials** rather than a full name. Please use three initials in case another applicant has the same two initials as you.

We will follow our [Equality & Diversity policy](#) and [Recruitment policy](#) to ensure equal opportunities in our recruitment process and during your working relationship with us. OBS uses a 'Positive Action' approach to recruitment - therefore if two candidates are equally appointable after interview, we may choose to appoint a candidate with one or more protected characteristics in order to increase the diversity and lived experience of our team.

Please tell Hannah in a separate email to your application covering letter if you have a disability. Any applicant who meets the essential criteria and has a disability will be offered an interview.

OBS is committed to its responsibilities under safeguarding and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory DBS disclosure, as well as up to date employment references. Please note, we are only able to accept applications from candidates who are eligible to work in the UK.

We are keen to ensure that our recruitment process helps us find the best candidate for the role, not the candidate who is best at completing applications and carrying out job interviews. If there is anything we can do that can assist you in the recruitment process or you would like an informal conversation about the role before applying, please email Karin Chandler, our Charity Director, at [karin@oxbreastfeedingsupport.org](mailto:karin@oxbreastfeedingsupport.org).

You will need your own computer and an internet connection which is fast enough for you to be able to work using video conferencing technology.