

Department:	Core
Job Title:	Fundraising and Events Officer
Salary:	Officer banding - £25,569 starting salary, plus benefits package
Contract type:	Permanent
Hours:	37 ½ hours per week
Responsible to:	CEO
Location:	Club Doncaster Foundation, Eco-Power Stadium, Stadium Way, DN4 5JW
Regular working hours:	Foundation office hours are Monday to Friday 9.00am – 5.30pm. There is an expectation to work some weekends & unsocial hours as deemed necessary, especially during event delivery times.

Purpose of the post:

To coordinate and deliver fundraising activity and fulfilment for the charity. We fundraise to enable us to support more people across Doncaster, through our key themes of work, while also reacting to the local needs of our community. The position will work on events, regular giving and grant applications, amongst other business needs.

Key Duties and Responsibilities:

- Deliver and coordinate key fundraising events and activities.
- Work with our Marketing & Communications Officer to increase our supporter base, raise the profile of the charity and increase income generation opportunities.
- Develop partner relationships with corporate and funding partners, maximising the opportunities and building sustainable working.
- To work on grant funding opportunities for delivery, resource and equipment through bid writing or grant application.
- Work with our Marketing & Communications officer to develop case studies and reports for funders, partners and fundraisers.
- Ensure all fundraising is carried out in accordance with Charity Law and our own internal policies and procedures.
- To keep and develop accurate mailing/donor lists in line with GDPR regulations.
- To coordinate and deliver event budgets.
- To ensure that all staff and volunteers are suitably qualified, DBS checked and adhere to health and safety and safeguarding issues in line with the wider policy and procedures.
- To fulfil all other partner safeguarding requirements and ensure that all necessary measures and processes are in place.
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners.
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails.
- Ensure all policies and procedures are adhered to.
- Active participation on continuing professional development and the appraisal process.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality-of-service provision, regularly evaluating work and seeking to make improvements.
- Present a professional image when dealing with both internal and external contacts and partners, always acting in a professional manner.
- To be aware and comply with the Health and Safety at Work Act.
- To carry out responsibilities with due regard to Equal Opportunities.
- To cover as and when required at other departments within the Club Doncaster Group.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

Club Doncaster Foundation - Staff competencies:

Our Values

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Commercial in all we do
- Win-win relationships

Putting our clients first

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity always

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high-quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self /Relationships

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of the wider group (Club Doncaster) ensuring actions contribute towards achieving them

Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Club Doncaster Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and vulnerable adults may be subject to an enhance DBS Check and clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Personal Skills/Characteristics	Essential	Desirable	Method of Assessment (List Code Below)
Experience			
Experience of fundraising	X		AF/I
Experience of partnership working	X		AF/I
Experience of working for a charity		X	AF/I
Experience of bid writing and/or applying for charity tenders		X	AF/I
Experience of event coordination	X		AF/I
Qualifications and training			
Relevant sport, health, events or business management qualification	X		AF/CR
First Aid		X	AF/CR
Safeguarding		X	I/CR
Special skills and knowledge			
An understanding of Charity Law and Fundraising regulations.		X	I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I
Proficient in use of Microsoft Office systems, or equivalent IT system.	X		AF/I
Personal qualities			
Passionate about liaising with people and proactive about building new and existing relationships	X		AF/I
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines	X		AF/I

Personal circumstances			
Ability and willingness to work outside of office hours, including evenings and weekends.	X		I
Ability to travel independently	X		I
Physical Requirements			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

* AF = Application Form
 I Interview
 R Reference
 CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster is an equal opportunities employer.