



**THE
FLORRIE**

COMMUNITY FUNDRAISER (TRAINEE)

Position:	Community Fundraiser (ILM Trainee)
Contract Length:	6 months
Salary:	National Minimum Wage according to age
Hours:	35 hours per week, Monday – Friday
Normal Place of Work:	The Florence Institute Trust (The Florrie) 377 Mill Street Liverpool L8 4RF
Working Alongside:	Business Manager & Community Hub Co-ordinator

JOB SUMMARY:

Organise and support the charity to deliver community based fundraising events hosted by the charity and volunteers against agreed financial income targets.

KEY RESPONSIBILITIES:

- Develop fundraising initiatives on behalf of the charity and with members of the public and volunteers.
- Increase levels of donations to The Florrie through fundraising initiatives.
- Work collaboratively and supportively with other team members including volunteers, on events and appeals, campaigns and other fundraising or marketing activities relevant to our fundraising strategy.
- Help recruit fundraising volunteers to clearly defined roles with the appropriate support, guidance and information to enable them to raise funds on behalf of The Florrie.

This is a training opportunity and all applicants must fit the following criteria to be eligible;

- Not in education, training or employment.
- Must be 16-29 years old.

HOW TO APPLY:

Please send an CV and no more than 2 sides of A4 outlining why you are suitable for this role to: Beverley Forde at bev@theflorrie.org

Closing Date: 5pm on Friday 29th March 2019

These key responsibilities are not necessarily an exhaustive list of duties but are intended to reflect the range of duties the post-holder will perform. The post holder will be required to work during weekly office hours Monday-Friday according to the needs and requirements of the business, but will on occasion be required to work outside of these hours.