

Community Fundraiser (Trainee)

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

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
Working Alongside:	Business Manager & Community Hub Co-ordinator
Closing Date:	5pm on Friday 7th June 2019

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.

If you are interested in this position please send your CV with a covering letter (no more than 2 sides of A4) as to how your skills and experience are best suited to this position to bev@theflorrie.org by 5pm on Friday 7th June

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.