



**THE
FLORRIE**

Job Title:	Community Fundraising Co-ordinator
Contract Length:	12 months with possible extension subject to further funding being secured and satisfactory outputs being met.
Salary:	£20,000pa
Hours:	Full Time, 40 per week
Place of Work:	The Florence Institute Trust
Closing Date:	Friday 7 th June 2019

The Role

Building on an existing fundraising programme you will help deliver the Florries fundraising strategy that seeks to maximise our income generation towards supporting the charities core running costs and specific project based funding. The successful candidate will manage and develop fundraising initiatives and events hosted by the charity and volunteers against set income targets.

Key Responsibilities

- Organise and deliver a regular calendar of fundraising initiatives on behalf of the charity with members of the public and volunteers
- Increase levels of donations to the Florrie by organising fundraising initiatives. This can be anything from bag packing to sponsored events - we want you to be creative.
- Work alongside our Events Manager and Community Hub Co-ordinator to maximise income generated activities
- 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.



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Essential Skills

- A successful track record of working with volunteers
- A proven track record of developing and delivering creative and fun fundraising activities/events
- Outstanding communication and interpersonal skills.
- Ability to manage own workload and work to tight deadlines.
- An understanding of the issues faced when working in a charity/third sector environment.
- Experience of working towards set income targets
- An understanding of the social and economic issues and barriers affecting people living in L8

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

NB: This job description identifies key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. The Florence Institute Limited reserves the right to amend the job description as the role develops with the organisation.

This job involves regulated activity with children and adults at risk as defined by the Protection of Freedoms Act 2012. Therefore, an Enhanced Criminal Record check will be undertaken by the successful candidate and two referees, one being the last/current employer prior to employment.

This Job Description was agreed by the Florence Institute Board of Trustees 2019