

Fundraising Officer

Department: Fundraising

Location: Kennington, London/some home working

Salary: £21,000 -23,000

Contract: Permanent

Hours: 37.5 hours per week

Holiday: 20 paid holiday days per year (plus bank holidays)

Reporting to: Head of Development

Application closing date: Thursday 25th November 2021

To apply please email a letter outlining why you would like to join our team and how you meet the person specification, along with a copy of your CV to Info@coachcore.org.uk by no later than **5pm on 25th November**. Please note we are accepting applications on a rolling basis and may close the recruitment process for this role prior to the deadline, so early applications are encouraged.

About Coach Core

Coach Core improves the life-chances of young people aged 16-24 who are not in education, employment or training (NEET). Through sports apprenticeships they can access the skills, confidence and knowledge needed to unlock meaningful education and employment opportunities, whilst also positively influencing communities needing sports provision the most. Launched in partnership with The Royal Foundation of the Duke and Duchess of Cambridge and Prince Harry in 2012, Coach Core became operational as an independent charity in April 2020. To date Coach Core programmes have impacted more than 565 young people from disadvantaged backgrounds, 150+ employers, and have seen the delivery of more than 1.9million coaching interactions!

This is an extremely exciting time to be joining the charity and play a vital role in a small but very ambitious, growing fundraising team. We are looking for a highly organised, personable and conscientious team member with excellent administrative and relationship building skills. You will manage a varied workload, be comfortable working autonomously as well as with colleagues, and be the first point of contact for the fundraising team. We are a dedicated and friendly team, passionate about raising funds to help support and educate young people through sports development. Our personal approach to fundraising is key to our success so if you like to get involved in multiple tasks, are well organised, and good with people, this could be for you.

The role

Working with the Head of Development, the Fundraising Officer will be responsible for helping to develop the fundraising area, delivering additional income and support for Coach Core from individuals, companies, trusts and foundations and other income sources. This will include helping to identify potential donors, assisting in writing compelling funding bids, maintaining relationships

Coach Core Foundation
Kennington Oval
London
SE11 5SS

Chief Executive Officer:
Gary Laybourne
Chairman:
Edward Wray

Trustees:
Huw Edwards
Heather Frankham
Dermot Heffernan
Stephen Mitchell
Andrew Thomas
Eboni Usoro-Brown
Victoria Wickenden

A Charitable Incorporated Organisation
registered in England, Scotland, Wales,
and Northern Ireland.

Registered Charity, No: 1186782

www.coachcore.org.uk

Supported by



THE ROYAL FOUNDATION
of The Duke and Duchess of Cambridge

with supporters by providing regular updates and project reports, and ensuring all contact information is accurately recorded.

Key responsibilities and duties

Income Generation

- Work with the Head of Development to build and grow a successful fundraising programme. This includes helping to build strong relationships with key partners and prospects, and increasing Coach Core's income from multiple sources
- Help to maintain relationships with existing local and national corporate partners and to solicit one-off or ongoing financial or in-kind support
- Research and maintain an up-to-date pipeline of prospective grant making trusts and foundations whose interests are in line with Coach Core's aims, and highlight deadlines for upcoming applications
- With support, help prepare, develop and submit well-written, compelling, and complete funding applications, working in conjunction with other members of staff to respond to funding needs and priorities

Stewardship

- Take responsibility for coordinating elements of donor stewardship, ensuring completion of appropriate thanking, recognition and recording
- Ensure that supporters receive timely and appropriate information about the progress and outcomes of projects, and the impact of their giving
- Work with the Head of Development to coordinate a programme of donor centred events, helping to organise, attend, and support stewardship events and other fundraising initiatives

Other Responsibilities

- Work closely with the team to process and track income and manage Gift Aid information
- Maintain and enhance the fundraising database (Salesforce) and ensure all information is up to date
- Play a key role in maintaining the highest standards of ethical behaviour in fundraising, compliance with all relevant legislation, adherence to GDPR, fundraising guidelines and Coach Core policies
- Any other duties within the scope, spirit and purpose of the job as directed by the Head of Development

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances and do not form part of the contract of employment.

Person specification

We hope to attract individuals who are hardworking, enthusiastic and will be committed to Coach Core's mission and values. You should be a good communicator, have solid organisation skills, great attention to detail and be ready to get the job done at all times.

Attitude

- Highly motivated to succeed and goals orientated
- Proactive and positive approach
- Flexible approach to work and a willingness to travel occasionally, where required
- An understanding of and commitment to Equal Opportunities, and the ability to promote this in the day-to-day work of the post

Skills

- Ability to establish and maintain positive relationships with a wide range of people
- Excellent communication skills (written, oral and presentation)
- Good attention to detail
- Strong IT skills, including components of Microsoft Office software
- Excellent time management skills, able to prioritise a varied and diverse workload and meet deadlines
- Ability to work independently with minimum supervision and calmly under pressure

Experience

- Experience of working within a fundraising team
- Experience of researching, analysing and compiling information
- Experience of writing fundraising applications
- Success in raising funding from trusts and foundations and individuals (desirable but not essential)
- A passion and understanding for how sport can change lives and communities

We are actively committed to growing and supporting our diverse workforce and welcome applications from all backgrounds and communities.

This role has the potential to undertake a Level 3 Apprenticeship Fundraiser qualification. For an informal discussion, or if you are unable to apply via email, please call 07904 341656.