

Job Description

Post Title:	Sparkle Corporate Fundraiser
Reporting to:	Sparkle team lead
Responsible to:	Serennu Children's Centre improvement and development manager and board of trustees
Location:	Serennu Children's Centre, Rogerstone, Newport
Salary:	£30,000 to £35,000 per annum
Hours:	37.5 a week (Monday to Friday with weekend/evening work as required), with an option to work from home one day per week
Contract Period:	Permanent
Holidays:	20 days per annum, not including bank holiday.
Pension:	Automatic enrolment pension scheme. Sparkle matches members' 5% contribution.

Sparkle values

To ensure children with a disability or developmental difficulty, and their families, are fully supported to participate in valued childhood experiences and have access to the same range of opportunities, activities, services and facilities as other children.

Main duties and responsibilities

Launch, implement and run corporate fundraising projects to maximise donations to Sparkle and to look after existing donors and build on relationships created to ensure fundraising potential is optimised.

Achieve an annual corporate fundraising target in the first year of 150k in new donations. This target will be raised in subsequent years.

Manage the community fundraiser and communications officer to maximise all fundraising opportunities and work to raise the profile of the charity.

Develop, manage and run income generating opportunities with corporate donors.

Build key relationships with, and grow, our network of existing donors and businesses/organisations within the local community to maximise fundraising opportunities.

Raise the profile of the charity through effective public speaking and presentations, attending high level business meetings and negotiations.

Meet targets and deadlines set by your line manager in conjunction with the board of trustees.

Identify those supporters on our database who may have the potential to become major givers.

Achieve agreed activity targets and performance objectives.

Lead on and develop a range of donor and supporter engagement events.

Ensure communications with donors are compliant, appropriate and as personal as possible.

Work with the improvement and development manager to ensure systems in place to support data capture are compliant, efficient and fit for purpose

Keep abreast of developments in the third sector relating to fundraising and have an awareness of the local competition for donations.

Communicate your ideas, plans and methods clearly to your line manager and to the charity's trustees.

Candidate requirements

- Educated to A level standard or equivalent
- Minimum of two years' experience in a fundraising/sales capacity
- Good IT skills including Microsoft Office and fundraising/CRM database
- Strong track record of achieving personal income/sales targets
- Experience in organising events
- Team player but capable of working well independently
- Appetite for hard work and willing to go the extra mile
- Ability to manage and prioritise a busy workload and to work to tight deadlines
- Excellent interpersonal skills and the ability to communicate effectively with a broad range of people
- Professional, reliable, enthusiastic and motivated
- Approachable, diplomatic and confident
- Honest, with integrity and credibility
- Passionate about delivering services to children and young people
- Understand and apply the principles of confidentiality and data protection
- Ability to analyse and report on budgeted versus actual income with solutions for addressing any shortfall
- The post holder must have a valid driving licence and use of a car for business purposes, as travel between and outside of the children's centres will be necessary
- This role will involve some weekend and/or evening working
- The post holder will be expected to volunteer their time at least four days per annum to support the work of the charity and children's centres.

Special Conditions

The rate of pay is a consolidated one, which includes any enhanced payments for evening and weekend working.

This post is subject to an enhanced Disclosure and Barring check with a children barred list check.

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are spent must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

It is the responsibility of all employees to achieve a healthy and safe environment, and to take reasonable care of themselves and others.



It is the responsibility of all employees to support Sparkle's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality and Diversity Strategies and Policies.

Sparkle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.