**Admin and Fundraising Officer**

|  |  |
| --- | --- |
| **Job Title:** | **Admin and Fundraising Officer** |
| **Salary:** | **£24,500 (pro rata £14,700) rising to £26,357.15 (pro rata £15,814.29) after successful completion of probation** |
| **Hours and Working pattern:** | **0.6 FTE**  **3 days a week 08:30 – 16:30** |
| **Location:** | **Either at our Norwich office (NR1 1BT) or Ipswich office (IP2 8SD) (hybrid working considered)** |

**Purpose of the role:**

* Lead fundraising through a variety of means including bid writing for grant applications, tenders and donations
* To support the Business Support Team with administrative duties
* Provide widespread support to the Business Support Team, working to the strategic plan
* To develop strong inter-team relationships, contributing towards maintaining a strong core of the organisation

**Fundraising**

* Research funding opportunities and present to relevant management
* Maintain and contribute to the funding plan
* Look for potential partner groups, organisations and charities locally and nationally to form consortiums
* Identify tender opportunities and work with the Business Support Team and other relevant teams to submit
* Use members and public relationships to raise funds as per the strategy
* Apply for grants and keep accurate records as per the funding plan
* Work with the marketing team to promote funding opportunities such as legacies
* Any other funding source utilised as requested by the management team

**Administration**

* To support the Business Support team with administrative tasks such as handling correspondence, message taking, making or taking phone calls, writing meeting minutes, updating systems and records etc
* To contribute to reporting
* To identify areas of improvement and work to resolve or create solutions with the team
* To support the team with ad hoc tasks as requested

**General Tasks:**

* Always Working within Equal Lives’ policies and procedures
* Working closely with colleagues to ensure that Equal Lives’ services are of the highest possible standards
* To be able to work alone and as part of a team, take part in team meetings and support one another
* Empowering service users and undertaking all duties guided by independent living philosophy and social model of disability
* Taking part in 121’s, team and other meetings as required
* Participating in open days, conferences and other events as required
* Providing cover for colleagues and undertaking other appropriate duties as required

|  |  |
| --- | --- |
| **Person Specification: Admin and Fundraising Officer** | |
| **Key characteristics** | **3 – High importance**  **2 – Med’ importance**  **1 – Low importance** |
| An understanding of the barriers faced by disabled people and Social Model of Disability | 3 |
| Commitment to equality of opportunity and empowerment of disabled people | 3 |
| Administrative experience and organisational skills | 3 |
| Experience in fundraising in the charitable sector | 2 |
| Feel passionately about the ethos of Equal Lives and work towards our desired outcomes | 3 |
| Excellent inter-personal skills and ability to build professional relationships | 3 |
| Proven ability of working with minimal supervision | 3 |
| Open to new challenges and be able to adapt to change | 3 |
| Ability to be self-motivating and take responsibility for the completion of required tasks for self | 2 |
| Significant experience of working with ICT including Office, Word & Excel | 3 |
| Proven ability to meet or exceed targets | 2 |
| Personal experience of disability | 1 |