

Job Description

Job Title:	Senior Fundraising & Communications Manager
Reports to:	Development Manager
Responsible for:	Interns and volunteers
Location:	Moulsecoomb, Brighton
Hours:	Part-time (22.5 hours per week / some flexibility possible)
Salary:	Starting: £24,659. FareShare Sussex Senior Manager scale £24,659- £26,639
Term:	Permanent

About FareShare Sussex

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Based in Moulsecoomb, Brighton, FareShare Sussex is one of 21 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. We currently deliver over 90 tonnes of food a month to over 160 service providers and charities including homeless shelters, food banks & clubs, children's centres and lunch clubs in Sussex and Surrey. City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex.

Main purpose of this role

This is an exciting opportunity to help FareShare Sussex to achieve its ambitious expansion plans to feed more people and to tackle more food waste across Sussex and Surrey. In this newly created role, you will develop income from corporates, statutory, trusts and foundations. You will identify with the Senior Management Team, strategic funding opportunities and develop relationships that make them possible.

With corporates you will facilitate partnerships with organisations who wish to provide financial or in-kind support to our work. With trusts you will write compelling applications that get to the heart of FareShare Sussex and that are supported by data and research.

You will join a small and passionate Development team who work collaboratively. You will work alongside and mentor one Fundraising and Communications Manager responsible for social media, our website, challenge events, individual giving and community fundraising and supporting the Senior Management Team generally. We are also keen to recruit someone with a natural flair for communications who can support our communications plans.

Duties and responsibilities

Fundraising:

- Deliver the Fundraising Strategy across funding areas to be agreed with colleagues, with a focus on writing proposals to trusts and foundations, charitable bodies and preparing cases for support to corporates
- To produce timely and accurate tailored reports to funders
- To work in partnership with external organisations, businesses, agencies, local government and local third sector partners to identify and develop funding opportunities

Communications:

- To contribute to the development of our communications plans to raise the profile of the organisation and encourage support from corporates and trusts/grants.
- To produce engaging content for internal and external communications including social media
- To represent FareShare Sussex at events and in communications including local media
- To contribute to monitoring and evaluation activities
- To write and manage the production of the Annual Impact Report

Other

- To assist with other admin and support tasks as required by our small charity

Person Specification**Essential Experience**

- Proven experience in fundraising and building relationships with donors
- Proven ability to produce strong written funding proposals

Skills, abilities and attitudes

- Excellent written communication skills, including the ability to write persuasively and for different audiences
- Ability to communicate effectively with a diverse range of people
- Excellent administrative and organisational ability
- IT literacy including word processing, spreadsheets and databases
- Strong presentation skills to promote the FareShare Sussex message to a range of audiences
- Ability to create and maintain successful working partnerships with multiple stakeholders
- Good numerical and analytical skills
- A commitment to Equal Opportunities and inclusivity
- Willingness to work flexibly including some evenings and weekends
- To subscribe to the values, vision and mission of the organisation

Desirable experience, skills and abilities

- Experience delivering successful marketing campaigns
- Experience of working with volunteers
- A full clean driving licence

Safeguarding statement

FareShare Sussex is committed to safeguarding and protecting the adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Application Process

Please complete the application and equal opportunities forms and return them both to: recruitment@faresharesussex.org.uk before 9am on Thursday 11th November 2021. Interviews are likely to be held on Wednesday 17th November 2021.

For an informal chat about the role, please contact the Development Manager Kelly Dibbert on 01273 671 111 (Option 5). The application pack can be accessed via <https://faresharesussex.org.uk/latest-news>