



Job Description

Fundraising & Communications Manager

Reports to: Development Manager

Responsible for: Interns and volunteers

Location: Moulsecoomb, Brighton

Hours: Part-time 22.5 hours per week (3 days)

Salary: FareShare Sussex scale points C1-4 £23,848-£26,015 FTE (Starting: **£14,308 actual**)

About FareShare Sussex

We operate out of Moulsecoomb, Brighton and are one of 25 Regional Centres, working as a network across the country with FareShareUK, a national charity. Jointly we fight food poverty and tackle food waste by redistributing surplus from the food industry to community groups and charities. FareShare Sussex receives and delivers around 100 tonnes of food every month, currently delivering to over 160 service providers and charities including homeless shelters, food banks & clubs, children's centres and lunch clubs in Sussex and Surrey with further growth anticipated in Surrey over the next 3 years. FareShare Sussex also works to improve the lives of vulnerable volunteers through our successful employability scheme.

Main purpose of this role

We're looking for a dynamic fundraiser to join our small creative and supportive team, you'll be joining at an exciting time - 2022 is our 20th Anniversary and this is an opportunity to help FareShare Sussex achieve its ambitious plans.

Fundraising income is crucial for our success. We concentrate on corporate partnerships, trust fundraising, individual giving, events and community giving. This role is integral in helping us reach our fundraising targets. We are looking for someone with fundraising expertise, ideally in individual giving or community fundraising, but we would welcome applicants across any of the fundraising areas as we can offer training and mentoring. Fundraising responsibility is currently shared with the Senior Fundraising and Communications Manager, with whom you will work closely and share some responsibilities.

An important part of the role is to increase our presence across the media, we're looking for someone who has a natural flair for, and interest in communications, to develop and implement our aspirational plans, in particular through social media. This is a great opportunity for someone who is looking for a varied and diverse role to join our dynamic growing organisation right at the heart of helping people in food poverty and saving surplus food from landfill.

Duties and responsibilities

Fundraising:

- To lead on Individual Giving and Community fundraising
- To work on any area of fundraising as required by the charity as the organisation develops
- To work in partnership with external organisations to identify fundraising opportunities

Communications:

- To develop and implement our communications plan to raise the profile of the organisation and encourage support
- To produce engaging content for our social media channels, newsletter and press releases

- To represent FareShare Sussex at events
- To oversee and update website content (Wordpress)
- To contribute to monitoring and evaluation activities

Other

- To produce timely and accurate, tailored reports to funders
- To assist with other administration and support tasks as required to meet the needs of the Charity

Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable for this post. Please explain in your Personal Statement in the application form why you meet the points in the Person Specification.

	Essential Criteria	Desirable Criteria
Qualifications and/or experience	<p>Proven experience in individual giving fundraising and building relationships with donors</p> <p>Proven ability to produce well written and persuasive press releases, newsletters, blogs and social media posts</p> <p>Experience in delivering successful social media marketing campaigns</p> <p>Website management, Wordpress or similar</p>	<p>Experience in donor database management</p> <p>Experience of organising community events</p>
Skills, Abilities and Knowledge	<p>Proven communication skills and presentation skills at group and individual level</p> <p>Ability to create and maintain successful working partnerships with multiple stakeholders</p> <p>Understanding of the work of FareShare Sussex and a commitment to the vision and mission</p> <p>Good organisational, administration, numerical and IT skills</p> <p>Able to use own initiative and work independently</p>	<p>Experience of working with volunteers</p> <p>Experience of using Canva, Donorfy and Salesforce</p>
Relationships (Internal and External) values and behaviours	<p>Able to demonstrate a commitment to equal opportunities, inclusivity and diversity</p>	
Circumstances	<p>Willing and available to work outside normal working hours occasionally if required</p>	

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.

Inclusion and Diversity

FareShare Sussex strives to engage an ability based workforce which reflects the diverse nature of our local communities. The Charity is committed to equality, diversity and inclusion and it's important to us that this is reflected in the diversity of the people who work for the Charity. We particularly welcome applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities because we would like to increase the representation of these groups in the team. We want to do this because we know greater diversity will lead to greater results for us all. Please call or email if you'd like to chat about the FareShare community in more detail.

Application Process

Please send the application and equal opportunities forms to: recruitment@faresharesussex.org.uk before **5pm Wednesday 8th June 2022**. Interviews will be held on **Tuesday 14th June 2022**.

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