

JOB PACK

Community Fundraiser

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from the CEO

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WELCOME



Dear Applicant,

Thank you for your interest in the position of Community Fundraiser.

This is a great opportunity for someone engaging and inspiring to join an innovative disability charity and make your mark as we reach our 60-year anniversary.

You will be energetic and passionate with experience in commercial sales, customer service or fundraising, and have a talent for building and nurturing effective working relationships.

We're looking for a confident communicator who will excel in building long-term support within the community to maximise the income of the charity. You will also identify and generate new income sources.

Strong planning and organising skills are essential, as is the need to be a creative problem solver with a can-do attitude.

You will manage, motivate, and steward individuals to meet and exceed fundraising targets. Develop strong connections within community groups, faith groups, schools, and local businesses inspiring charitable ideas and initiatives.

For an informal chat about the role, please email Paul at pcatton@cplondon.org.uk, and for further insight, I encourage you to [watch our video](#), [visit our website](#). You can also find us across all social media channels – Facebook, Instagram, TikTok, Twitter, YouTube, and LinkedIn.

To apply, please email info@cplondon.org.uk with your CV and a covering letter explaining your suitability against the criteria outlined in this pack, and why you would like to work for CPotential.

We look forward to hearing from you.

Best wishes,

Brett Parker
CEO



JOB DESCRIPTION



Job title:	Community Fundraiser
Reports to:	Trust Manager
Contract:	Permanent
Days/hours:	Full time (35 hours per week), with flexibility for some evening and weekend working as requested, with time off in lieu. Part-time or job share considered
Salary:	Up to £30,000 per year, dependent on experience
Annual leave:	27 days per year
Location:	Hybrid (3-4 days at home, 1-2 days in the Centre at 143 Coppetts Road, London N10 1JP. Preferably living in or near north London
Closing date:	Accepting applications on a rolling basis with interviews taking place until successful appointment

Job Purpose

To build long-term sustainable relationships within the community to maximise the income of the charity. To include identifying and generating new income sources.

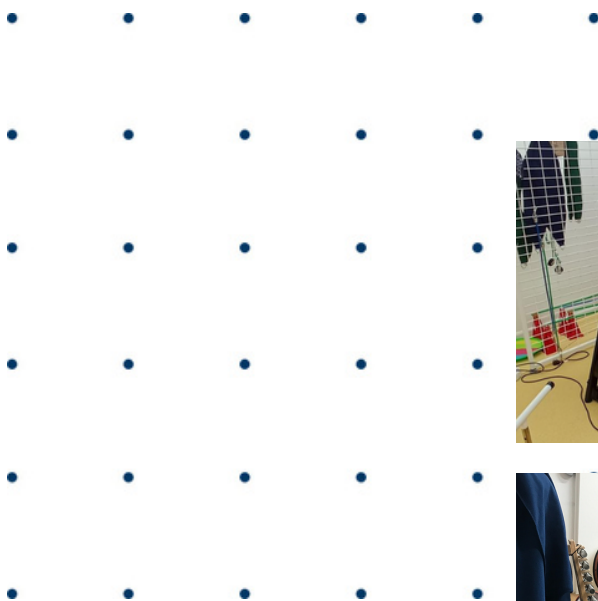
Demonstrate CPotential's values of being professional, honest, reliable, collaborative, integrated, inclusive, curious, innovative, approachable, and be adaptable in your conduct when representing the charity.

Key Tasks and Responsibilities

- Lead on the management and development of relationships with community groups, faith groups, schools, and local businesses with a focus on inspiring the development of fundraising ideas and initiatives
- Arrange and conduct tours of the Centre for existing and potential donors
- Provide proactive and timely stewardship for individual fundraisers doing their own challenges or taking part in third-party organised challenge events.

Key Tasks and Responsibilities Continued...

- Recruit and manage annual London Marathon running team (minimum 5 places)
- Ensure that all information about fundraisers and events is accurately reflected on the fundraising database (Donorfy) in a timely way
- Represent CPotential externally, speaking to groups with a good level of knowledge about our services and telling stories of the people who have been helped by our services
- Working collaboratively and effectively with the rest of the team to maximise income for the charity
- Work with the fundraising, marketing and administration teams as required to support and promote the service
- Ensure fundraising activities and events are within funding regulator guidelines
- Ensure all community fundraising materials and merchandise are regularly checked, up-to-date, and maintained. To include replenishing of stock, e.g., running vests
- To coordinate and attend community events and meetings, inviting other key staff members where necessary
- To take part in the individual appraisal and performance review programme
- To monitor and develop own performance, aiming to achieve and maintain a high standard in all areas
- Assist other departments when required, as directed by Manager or the Senior Leadership Team
- Adhere to all CPotential's standards, policies and procedures.



PERSON SPECIFICATION



Knowledge and Experience

Essential

- Experience in commercial sales, customer service or a fundraising role
- Experience in managing a varied workload to deadlines.

Desirable

- Experience of updating and maintaining a CRM system such as Salesforce, or fundraising database such as Donorfy, Raisers Edge, ThankQ.

Skills and Abilities

Essential

- A talent for building and nurturing great working relationships
- Exceptional interpersonal skills with the ability to apply different communication styles to suit audience
- Good working knowledge of Microsoft Office (Outlook, Word, Excel)
- Great customer service skills with the ability to provide excellent stewardship
- Strong planning and organising skills to manage conflicting priorities
- A creative problem solver with a can-do attitude
- An engaging and inspiring individual with a passion for making a difference
- Ability to create your own community fundraising processes for volunteers and other team members to follow.

Special Conditions

- This role requires an Enhanced Disclosure & Barring Service (DBS) Check
- Willingness to attend events occasionally during the evening or weekend, which may involve travel and overnight stays
- Willingness to assist with other admin duties on occasion when working in the Centre.



General Duties

Other Duties

The information supplied above is intended to summarise the key responsibilities and duties of the role. The post holder may be required from time to time to carry out other reasonable requests and duties, consistent with responsibilities of salary level and development as agreed between employee and manager.

Job Design and Review

This job description may be subject to change in the future. Any proposed changes will normally be discussed fully with the post holder and confirmed via the issue of an updated job description.

Confidentiality and Data Protection

All employees who have access to personal data in relation to clients or employees will be aware of their responsibilities under the Data Protection Act 1998 and will abide by the eight principles of that Act. Any breach of the Act could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the Act.

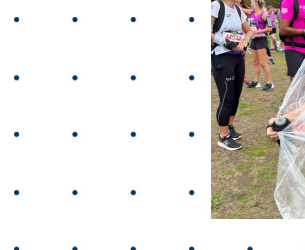
Health and Safety

All employees are responsible to work with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation, including all-new Health & Safety Regulations.

In addition, employees must comply with all the organisation's policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

There is a general responsibility for employees to act sensibly and reasonably and attend mandatory health and safety training sessions.



Safeguarding

Children

CPotential, working with partner agencies, is committed to safeguarding children and promoting their welfare. All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 years.

Employees must comply with the organisations Child Protection Policy and Procedures and recognise the importance of listening to children. All employees must attend child protection training relevant to their role and know how to seek advice or support from their manager or the Safeguarding lead if required.

Vulnerable Adults

All employees have a responsibility to support the safety and wellbeing of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities.

The organisation is committed to promoting equality opportunities to achieve equity of access, experience and outcomes, and to recognising and valuing people's differences. All employees have an obligation to help achieve this through personal example, open commitment and clear action.

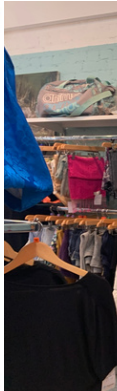
Equality and Diversity

Each individual will take responsibility for promoting inclusive and accessible service provision, employee development and a culture that values and respects difference.

All employees should be familiar with, actively promote and work within Equality and Diversity policies at all times, ensuring that they do not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief, sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity or any other grounds.

This applies to all activities as a service provider and as an employer.

Further responsibilities involve employees in ensuring that clients and members of the public are actively engaged (using a variety of methods) in appropriate service delivery, service development and decision making within their service area and the wider organisation.



The organisation operates a No Smoking policy.

All employees need to be aware of the organisations policies, procedures and protocols relating to their service and work, within the guidelines at all times. Employees have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no-blame' culture.



STAFF BENEFITS

As a CPotential member of staff, you are one of the charity's most important assets. We want you to love working for us and to develop personally and professionally while you're with us to give us your best.

Holiday

It's important to recharge your batteries, so we offer a generous holiday allowance, in addition to Public Holidays.

Learning and development

We offer life-changing learning to the children and young people we work with and we value your learning just as much. All staff can access in-house training and we budget for external training too.

Family support

We offer a range of benefits to support family life, including parental leave and compassionate leave when needed.

Pension scheme

We offer the NEST pension scheme, of which new staff members are automatically enrolled on their start date of employment.

Employee Assistance Programme

It isn't in anyone's best interests if you have issues that are keeping you awake at night. We subscribe to an Employee Assistance Programme, so that you can access 24 hour support for things that are bothering you, whether at work or home.



Come and join the ride



cpotential.org.uk

143 Coppetts Road N10 1JP
Registered Charity No. 1124524

