

Job Description

Position:	Community Fundraiser
Department/Service:	Future Radio
Job Status:	Initial 12-month contract term, with extension subject to achieving fundraising targets
Hours of Work:	25 hours per week, allocated flexibly within working hours (9am – 5pm weekdays), with some weekend and after-hours work as needed
Leave:	Pro Rata of 23 days plus Bank Holidays
Location:	Norwich
Salary:	£16,554 (pro rata of £24,500)
Application Deadline:	Monday 7 th October
Interview Date:	Expected week commencing 14 th October

Vision statement:

Our vision is of vibrant and strong communities where everybody can live independent, safe and happy lives.

Context and purpose of the job:

Future Radio is an Ofcom licenced Community Radio station which broadcasts 24 hours a day, providing locally produced programming to a potential audience of approximately 381,000 people across the greater Norwich area. We deliver original, locally made radio content each day, covering a wide range of genres of music, speech, arts, news and information, current affairs and topical discussion.

We serve the people who live, work and travel into the greater Norwich area, and aim to provide a diverse, accessible and engaging community radio service which reflects the interests, views and needs of those individuals and their communities. Future Radio is run by a small team of three staff and around 70 volunteers, who are supported by a Volunteer Steering Group and the station's parent charity, Future Projects. Each year the station trains, supports, and manages local volunteers in the day to day operation of the Community Radio service.

In early 2020, Future Radio's landlord, Open Youth Trust, declared bankruptcy, meaning the station had to operate virtually until it found a suitable new home. Finally, over three years later, the station has found and moved into its new premises and has developed a Sustainability Plan to grow its income, ensure its sustainability and increase the services it provides for the communities of Norwich.

The first phase of the plan has now been achieved, which was to significantly increase the station's core income stream – advertising – through a new Advertising Coordinator role. Now, the next phase of the plan is to develop other existing and new income streams, particularly community events, fundraising and donations, through the recruitment of a Community Fundraiser, to diversify the station's income mix and ensure its long-term sustainability.

Key Deliverables: The post will be held to account against the following Key Deliverables

1. Building on recent successful events, take ownership of community fundraising at Future Radio, developing and delivering a programme of fundraising events
2. Coordinate individual and corporate fundraising activities, corresponding with fundraisers and supporting with delivery of activities
3. Manage donor communications and thanking strategies, securing new donations and regularly communicating the station's impact and achievements to donors and supporters
4. Coordinate and support a small team of fundraising volunteers, to assist with delivering events and coordinating fundraising activities
5. Maintain and report on accurate records detailing income and costs from fundraising, events, and donations and, alongside the Future Radio staff team, ensure the station achieves its income targets

About Future Projects: Future Projects is a registered charity which was founded in 2000 by two volunteers who had become increasingly frustrated at the social exclusion, poverty, and lack of support available in their local community. They recognised that the issues people faced on their local housing estate in Norwich – one of the most deprived in the U.K. – could not be resolved by simply addressing one problem at a time in isolation. So, they set about working with the local community to understand their needs and ambitions, and developed projects in youth work, education, media and advice along the way.

Today, we aim to help people in difficult situations build in their strengths and capabilities, and to develop the skills confidence and resilience to take control and transform their lives. We do this by providing high quality services in the community which promote education, health & wellbeing, skills, employment and improved life chances.

Our current projects and services are organised in three distinct departments as set out below.

future projects

Creating brighter futures throughout Norfolk



future
support

A collection of specialist support services which help those most in need through hands-on support, advice and advocacy.



future
education

A specialist independent school which engages children with complex needs in learning, inspiring them to achieve and nurturing them to become successful adults.



future
radio
1078 fm

A radio station which engages the community, builds skills and provides opportunities through great music, conversation and people.

Detailed duties and responsibilities:

Responsibility 1

Key Deliverable: Building on recent successful events, take ownership of community fundraising at Future Radio, developing and running a programme of fundraising events

- Following induction and training, take ownership of fundraising events, delivering existing successful events and developing new events, coordinating and seeking support from relevant staff and volunteers as required
- Manage budgets and ensure events achieve a satisfactory profit and return on investment
- Work with the Future Radio staff and volunteer team to ensure community fundraising events complement the station's objectives, target audience and reputation

Responsibility 2

Key Deliverable: Coordinate individual and corporate fundraising activities, corresponding with fundraisers and supporting with delivery of activities

- Correspond with individual and corporate stakeholders to encourage participation in fundraising activities, supporting fundraisers as needed
- Support with communications and the development of marketing materials to promote fundraising opportunities and to celebrate and thank fundraisers
- Coordinate and support staff and volunteers to assist with fundraising activities

Responsibility 3

Key Deliverable: Manage donor communications and thanking strategies, securing new donations and regularly communicating the station's impact and achievements to donors and supporters

- Alongside the Funding & Development Manager, lead fundraising communications, via digital and physical channels, to build donations both from existing and new donors
- Manage a simple database of donors, following a thanking strategy to ensure appropriate communications for various levels of donations
- Build relationships with key donors, establishing an engaged supporter base

Responsibility 4

Key Deliverable: Coordinate and support a small team of fundraising volunteers, to assist with delivering events and coordinating fundraising activities

- Alongside the Station Manager, recruit a small team of fundraising volunteers to support with community fundraising activities
- Manage schedules and responsibilities of the volunteer fundraising team, ensuring all events and activities have sufficient staff or volunteer capacity to be delivered effectively

Responsibility 5

Key Deliverable: Maintain and report on accurate records detailing income and costs from fundraising, events, and donations and, alongside the Future Radio staff team, ensure the station achieves its income targets

- Manage income, costs and forecasts across all income streams, ensuring all activities are contributing to raising funds toward achieving targets
- Communicate challenges and successes as needed to the senior management team, to learn and adapt targets and priorities as needed

Other duties

- Promote the aims, policies, and objectives of Future Radio and proactively champion the work of the wider charity, Future Projects
- Participate in team meetings and external meetings as required
- Undertake such other duties as may lie within the scope of this post to ensure the effective delivery and development of the service

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Job environment: significant flexibility in working patterns and hours will be afforded, however the majority of the post's working time will be during ordinary office hours, with a mix of home and in-office presence. On occasions there may be a need for evening and weekend work subject to the needs of the charity.

Supervision: The post holder will report directly to the Funding & Development Manager and will be subject to regular performance reviews and support sessions.

Line Management Responsibility: There is no line management attached to this role.

Health and Safety/Safeguarding: The post holder must comply with policies and procedures relating to health and safety, security, confidentiality, data protection, vulnerable adults and safeguarding children, and preventing extremism and radicalisation; and report all concerns or disclosures to the appropriate person. Future Projects is committed to safeguarding children and vulnerable adults and expects all staff and volunteers to share that commitment. Our primary concern is always the safety and wellbeing of children and vulnerable adults.

- The Charity’s Designated Safeguarding Lead for Children is: Jane MacLennan– Deputy Head Teacher at Future Education: j.maclennan@futureeducation.org.uk 01603 251 310
- The Charity’s Designated Safeguarding Lead for Vulnerable Adults is: Grace Richardson – Support Services Manager: g.richardson@futureprojects.org.uk 01603 250 505

Future Projects will provide a programme of induction and training to include Health & Safety and Safeguarding, and will make external training available as required.

Equalities: The post holder must be aware of, support and promote equality and diversity in all its forms, and ensure that clients have equality of access to the services on offer. In the context of this role, this includes being mindful of audiences’ access requirements to information, facilities and services and making reasonable adjustments where appropriate.

Future Projects is an equal opportunities employer, a Living Wage employer, and a Disability Confident employer; more information available on request.

Pre-employment checks: Employment will be subject to satisfactory pre-employment checks such as right to work in the UK and enhanced checks from the Disclosure and Barring Service. Please see the application form for guidance.

Person Specification

Area	Essential	Desirable
Experience		<ul style="list-style-type: none"> • Organising or supporting with community events • Running or supporting with fundraising activities • Managing stakeholder relationships and influencing key supporters
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent writing skills, networking, strong relationship building, and communication skills • Competent IT skills 	<ul style="list-style-type: none"> • Knowledge of the fundraising environment and regulatory framework in the voluntary sector • Understanding of people living with a disadvantage or vulnerability • Understanding of GDPR • Managing / working with volunteers • Knowledge and understanding of basic Health and Safety principles (training will be provided) • Knowledge and understanding of basic Safeguarding principles (training will be provided)

Personal Qualities	<ul style="list-style-type: none"> • Ability to recognise and capitalise on opportunities • Ability to meet tight deadlines and forward plan with first-class attention to detail • Ability to grasp and convey information clearly • Able to juggle sometimes competing priorities and meet deadlines • Ability to work to own initiative • Energetic and action orientated with a 'can-do' attitude • Highly organised and have an analytical approach • Confident effective communicator with good interpersonal skills • Proactive, ability to see and propose practical solutions and approaches • A creative thinker able to find solutions to securing funding for organisational needs 	
Other	<ul style="list-style-type: none"> • Committed to the work of Future Projects • Willing to undertake some out of hours work when necessary 	

Application Guidance

When completing your application form, please refer directly to the **Context and Purpose of the Job, Duties and Responsibilities** and the **Person Specification** sections of the job description.

Please include relevant details of your training, experience, knowledge and skills in relation to these sections. Applications will be shortlisted for interview on the basis of this.