

JOB DESCRIPTION

Job Title:	Community and Events Fundraiser
Reports To:	CEO
Contract Type:	Permanent, 52 week contract
Working Hours:	Part time hours by agreement. NB: due to the nature of this role, some “out of hours” working is anticipated.
Remuneration:	To be discussed

CONTEXT: The Toby Henderson Trust is a registered charity and company limited by guarantee who provide a range of support services to autistic children, young people and adults (or those who have a suspected autistic diagnosis.)

We have been in operation now for the last 25 years, during which time we have grown considerably.

We are commissioned in South Tyneside to deliver autism assessments for individuals aged 12 years + and adults, and offer private autism assessments for children, young people and adults. We are also commissioned by the ICB (Integrated Care Board) locally to provide both pre and post diagnostic support services in Northumberland. Additionally, we deliver a commissioned Neuro Affirming Eating Support Service for Children & Young People in South Tyneside. Alongside all of this, as always, we remain invested in offering a wealth of specialist direct charitable services both to individuals and to their families.

TTHT prides itself on being a people-focused charity, built on the ethos of providing understanding, empathy and guidance. We extend this same ethos to our work colleagues and as part of your role you need to embody these skills and behaviours and model them for other colleagues. We encourage empathy, strong communication, teamwork and adaptability in everything we do.

Due to the nature of this role, the job holder will spend the majority of their time at Toby House, but on occasion you may also be required to go to outreach locations in the locality to meet with partners, supporters and volunteers (old and new). Hybrid / home working may also be required to meet the needs of the business in line with the physical constraints of space / capacity and confidentiality of our lovely building. Attendance at fundraising events and initiatives will also be included as a core part of the role.

Job Description, Duties and Responsibilities

- Organising fundraising events – from “high end” black tie to cake bakes, jumble sales and family fun events
- Curating new initiatives, including sponsored challenges
- Increasing revenue via regular direct debit giving
- Combining the tradition of fundraising with the powerful reach of social media / IT

- Organise and manage personal work diary
- Building volunteer networks
- Be a positive ambassador / voice for our charity
- Build upon and strengthen mutually beneficial relationships with our supporters (old and new)
- Research, update and create new fundraising resources.
- Stay up to date with local similar charitable offers and services
- Manage Zoom account and send out Zoom link appointments, where needed
- Liaise and connect with businesses and individuals regarding sponsorship and “giving in kind”
- Attend local presentations, networking events and meetings for sharing information about TTHT and our services
- To work independently and as part of a team.
- Attend and engage with relevant courses, webinars, workshops and training for CPD (Continued Professional Development).
- Create a comprehensive range of information for distribution to families on how to become involved / support us.

PERSON SPECIFICATION

Education:

- Educated to degree level (no specific discipline) or equivalent in-depth community fundraising and events management experience.

Essential experience:

- Previous success in a similar role (ie: revenue boost and profile expansion)
- A sound understanding of the relationship between fundraising tradition and IT (with particular emphasis on social media)
- This is a very varied role and the ability to embrace a diversity of tasks (sometimes simultaneously) is essential
- A high level of computer literacy
- Sound practical judgement
- A creative approach to engaging with communities
- Sound problem solving skills

Desirable experience:

- Previous experience of writing press releases
- Experience of using CANVA
- Autism / SEND experience

- Experience of working with large project partners and professional bodies, but equally working with families (whose lives may be somewhat challenging)

Skills and Abilities:

Amongst many other valuable attributes we would welcome :

- Excellent communication skills both verbal and written
- Excellent team player.
- An approachable, charismatic and friendly manner

Other Requirements:

Full, clean driving licence.