



## Role profile

<b>Job Title</b>	Fundraising & Events Coordinator	<b>Salary</b>	£25,480 full time pro rata amount £12,395
<b>Reporting to</b>	Partnerships & Fundraising Manager	<b>Holidays</b>	31 days (inc. Bank Holidays) Pro Rata
<b>Location</b>	8a The Square, Martlesham Heath, Suffolk. IP12 4DL <b>Hybrid working is available for this role.</b>	<b>Hours</b>	18 hrs per week

**Key relationships:** Partnerships & Fundraising Manager, Community Fundraising and Marketing Coordinator, Administration Manager, Volunteer Recruitment Officer and Volunteer Recruitment Coordinator.

### About Home-Start in Suffolk

Home-Start in Suffolk offers a unique service. We recruit and train volunteers, to visit families at home, provide telephone support or support our regular group activities by offering them informal, friendly and confidential support. The families we help have at least one child under 12.

To help give children the best possible start in life, Home-Start supports parents as they grow in confidence, strengthen their relationship with their children and widen their links with the local community.

We have a responsibility to give our supported families a voice, highlighting the challenges they are facing and telling their stories in the right way, showing compassion and empathy. We are responsible for celebrating the amazing work of our volunteers and the incredible work they do to support Suffolk families.

### About the Role

Reporting to the Partnerships & Fundraising Manager, the Fundraising and Events Coordinator will play a crucial role in the planning and execution of fundraising and marketing initiatives and events. You will be pivotal in our mission to grow and maintain a team of fundraising and event volunteers. To positively promote the charity and engage with local businesses, communities and donors to ensure the continued growth in fundraising revenue.

Volunteers are essential to the provision of our exceptional and wide reaching support services, and we want to engage a new cohort of volunteers with skills and expertise to grow and develop our fundraising endeavours.

This is a position that requires a self-motivated team member with a dynamic and hands-on approach and excellent communication and interpersonal skills. The successful candidate will demonstrate their track record in fundraising and marketing, well-developed written and verbal communication skills and, above all, be a strong, positive team player committed to the aims and values of Home-Start in Suffolk.



## Duties and Responsibilities - General

- Be a role model for parents/carers and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Create a warm, inclusive support environment, which reflects diverse needs
- Work within the values and ethos of Home-Start in Suffolk
- Represent Home-Start in Suffolk positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- Promoting effective collaborative teamwork

## Duties and Responsibilities -Specific

- To support with the development and implementation of the fundraising and marketing strategy
- To develop and oversee a programme for recruiting and training fundraising volunteers
- To plan and deliver a calendar of fundraising events and activities using a network of volunteers
- To coordinate and develop fundraising partnerships within the community, using innovative ways to keep all parties engaged and informed of progress at Home-Start in Suffolk
- Support corporate charity partners in their fundraising endeavours as well as signposting to existing opportunities within the wider fundraising team
- To help with identifying any risks that might be associated with potential charity partners
- Where appropriate, represent Home-Start in Suffolk at networking events
- Take responsibility for ensuring that full records of contacts are maintained on the organisational database Charitylog
- To use a diverse range of communication methods to engage and maintain relationships with prospects and supporters
- To travel to meetings and events throughout Suffolk
- To occasionally work unsociable hours e.g. attending evening or weekend events
- Other duties that may from time to time be necessary and compatible with the nature and grade of the post



	Essential	Desirable
Experience of fundraising within the charity or voluntary sector	x	
Experience in leading fundraising campaigns and events		x
Good interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing.	x	
Experience in attending meetings with charity partners and pitching, or supporting a fundraising initiative pitch, with a proven track record of success, or other presentation experience		x
A desire to lead and influence a network of volunteers to achieve a shared fundraising objective	x	
Experience of creating and developing marketing campaigns and initiatives		x
Ability to think creatively about new fundraising and marketing initiatives		x
Ability to identify potential donors and sponsors		x
Ability to create and manage budgets for a fundraising event		x
Excellent written skills including writing persuasive copy		x
Experience of developing content and updating websites		x
Experience of planning, delivering and monitoring social media campaigns		x
Experience of working with the local media to secure positive coverage for an event		x
Competent user of Word, Excel, PowerPoint, and design software such as Canva or InDesign	x	
Highly organised with excellent planning and coordination skills and meticulous attention to detail	x	
Strong communication skills and decision-making capabilities	x	
Demonstrable initiative and determination	x	
Proven ability to work alone as well as part of a team	x	
Full and valid driving licence and access to a vehicle during working time	x	
Ability to keep calm under pressure and maintain a clear head, anticipating risks and solving problems	x	
A commitment to safeguarding children, young people, and vulnerable adults	x	
Experience working within the family support sector		x

Home-Start in Suffolk is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check. The strength of Home-Start in Suffolk is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities, and abilities. We value personality and experience equal to qualifications. To discuss this role further please contact [headoffice@homestartinsuffolk.org](mailto:headoffice@homestartinsuffolk.org)





## OUR VALUES

POSITIVE

ACCESSIBLE

NON-JUDGEMENTAL

OUTSTANDING QUALITY

PREVENTATIVE



31 days annual leave  
pro rata



Flexible working



Employee assistance  
programme –  
including counselling



Up to 8% employer  
pension contributions



CLICK THE PLANE TO  
HEAR WHAT OUR  
TEAM LOVE ABOUT  
HOME-START



Home working  
options



Annual salary  
review



Work with an  
award winning  
team



Learning and  
development  
opportunities