



**Creative Support Ltd, Head Office**

Wellington House      Tel: 0161 236 0829  
131 Wellington Road      www.creativesupport.co.uk  
Stockport, SK1 3TS      recruitment@creativesupport.co.uk

**Community Engagement and Fundraising Officer**

**Space Centre, Preston**

**Reference: 80955**

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

**Closing Date: 21 January 2025**

Once you have submitted your application form allow *7 working days* after the closing date for a response. Please return the application form by email to [recruitment@creativesupport.co.uk](mailto:recruitment@creativesupport.co.uk) or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

**Recruitment Department**



## **JOB DESCRIPTION – COMMUNITY ENGAGEMENT AND FUNDRAISING OFFICER**

### **Space Centre, Preston**

**Hours:** **Part time role of 22.5 hours per week.** Full time role, up to 37.5 hours per week may be considered dependent upon support to a Manchester Co-production Centre also. Flexible: to be worked according to the needs of the role and to include some planned evenings, weekends according to the needs of the fundraising.

**Responsible to:** Space Centre Manager / Service Director

**Team:** Based in Space centre staff team, work flexible and remotely when needed.

**Responsible for:** Supporting the Centre Manager and Friends of Space charity to deliver on Space centre's fundraising strategy. Focusing on developing unrestricted donations across multiple revenue streams including community, legacy, digital and corporate fundraising.

#### **The Role:**

To inspire and persuade through communications, engagement of social media channels promoting good news and upcoming events, engaging strongly with stakeholders, rallying support, or advocating for the needs of our centre and service users.

You will work alongside the Creative Support senior oversight team and Friends of Space to help deliver our fundraising strategy with a focus on building unrestricted income levels for SPACE. You will also work with our tendering team two can share their experience in these areas of support.

Friends of Space is an established charitable group which independently supports the future of the Space centre and helps income generate fund for the upkeep and development of top of the range sensory equipment and resources. It also oversees heritage projects for the Building and listed garden.



[Creative Space Centre](http://www.creativespacecentre.org) [www.creativespacecentre.org](http://www.creativespacecentre.org)

The Creative Space Centre is the largest multi-sensory and Wellbeing Centre in the UK, providing sensory support to those with additional needs for 30 years. The Centre is the only one of its kind, using state of the art lighting, visuals and sound equipment to create a fully tailored sensory experience for our service users.

We have over 500 visitors a week from a variety of backgrounds, including special schools, day Centre's, nursing homes, support groups and much more. The rooms can be tailored to suit the needs of the clients, helping them to achieve their goals during their session, this can be relaxation, exploration, learning or fun.

**Main Duties:**

1. Work alongside the Director, Centre Manager and Friends of Space to implement the fundraising strategy with a focus on building unrestricted income levels for The Space Centre
2. Opportunity to grow and develop a range of fundraising disciplines including community, individual giving, digital, legacy and corporate.
3. Assist the oversight team in managing existing key fundraising strategies and relationships and take the lead on developing new relationships and income streams.
4. Play a supporting role in promoting positive profile working alongside Creative Support Marketing and the Business Development team.
5. With the management team develop a 3 year fundraising strategy for the centre.
6. Promote and utilise social media and celebrate achievement of the centre widely to gain more support and raise the profile.
7. Plan and organise events and supporters activities which contribute to Space annual Calendar. To work collaborate with Space centre team and Friend of space on these events
8. To work in a way that enables Coproduction and co-creation and activity consult service users and their stakeholder about the fundraising approach and strategy.
9. Support heritage funding and projects relating the house and garden.
10. In conjunction with the Centre manager, maintain and oversee basic fundraising budgets and forecasts and when relevant produce basic business plans and proposal to the management and senior team. Ensure public money is manager well and finance are manager well and excellent records are kept
11. Oversee and maintain accurate supporter records and manage a communication strategy to sustain a supporter group. To do this within GDPR guidelines.
12. Be creative and utilise a range of media, platforms and forums to promote the fundraising and events. Ensure there is strong publicity around the centre. (Marketing team can assist with this)
13. Work closely with the Marketing and communications team on digital fundraising and events.
14. Represent Space centre and raise the profile of the organisation externally by giving presentations and pitching to prospective supporters and funders. Where relevant collaborate with local community group and join planning meetings locally where helpful to the Space centre.
15. Helping to develop other methods of income generation and keeping on top of current trends and best practice in fundraising
16. Carry out duties with full regard to inclusivity, equal opportunities and health and safety policies.

17. Undertake any other duties which may reasonably be requested and to work in a flexible manner.
18. Where relevant to the role to train and manage volunteers

**Other Duties:**

19. To provide regular verbal and written feedback to the line manager
20. To accept regular support and supervision from the line manager.
21. To carry out all work in a manner consistent with the aims of the project and the service principles adopted by Creative Support.
22. To comply with and to implement the current Equal Opportunities Policy agreed by Creative Support
23. To maintain confidentiality at all times, in accordance with the agreed policy.
24. To identify training needs in discussion with the line manager and to attend all mandatory training courses and training events/courses as required.
25. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
26. Any other duties required in relation to the role.

**PERSON SPECIFICATION – COMMUNITY ENGAGEMENT AND FUNDRAISING OFFICER**

**Space Centre, Preston**

	<b>QUALITIES REQUIRED</b>	<b>How Assessed</b>	<b>Essential /Desirable</b>
1	Broad experience across multiple fundraising disciplines i.e legacy, individual giving, grants, community and corporate fundraising.	Application & Interview	Essential
2	Experience of stewarding key client and/or funder relationships	Application & Interview	Essential
3	Experience in planning, organising and delivering fundraising campaigns and activities, including digital fundraising.	Application & Interview	Essential
4	Experience of using a CRM system such as donorfy, salesforce, Raisers Edge or ThankQ	Application & Interview	Essential
5	Excellent research skills with experience of identifying quality new fundraising opportunities	Application & Interview	Essential
6	Experience of applying for grant and trust applications	Application & Interview	Desirable
7	Understanding of the charity/ not for profit sector – both the challenges and opportunities	Application Form	Essential
8	Business and financial acumen	Application & Interview	Essential
9	A solid understanding of regulations that affect fundraising activity including the Code of Fundraising Practice and GDPR	Application & Interview	Desirable
10	Strong prioritisation of skills and ability to work independently	Application & Interview	Essential
11	Strong knowledge and digital literacy in social media and it's potential for fundraising	Application & Interview	Essential
12	Ability to manage a diverse and busy workload and prioritise the areas with the most ROI	Interview	Essential
13	Understanding of the environment sector and landscape	Application & Interview	Desirable
14	Good communication skills and a creative, collaborative approach to fundraising	Application Form	Essential
15	Understanding of community centres and public use spaces.	Application & Interview	Desirable
16	Organisation skills and event planning	Interview	Essential
17	Degree or equivalent in a relevant sector	Application & Interview	Desirable
18	Confident, professional and approachable	Interview	Essential
19	Good influencing and negotiation skills	Application & Interview	Essential
20	An interest and an active commitment towards the needs of children and people with additional needs	Application & Interview	Essential

## TERMS AND CONDITIONS – COMMUNITY ENGAGEMENT AND FUNDRAISING OFFICER

Space Centre, Preston

<b>Salary:</b>	<b>Up to £25,500 per annum</b>	
	<b>Point One:</b>	£23,500 per annum
	<b>Point Two:</b>	£24,000 per annum
	<b>Point Three:</b>	£24,500 per annum
	<b>Point Four:</b>	£25,000 per annum
	<b>Point Five:</b>	£25,500 per annum
<b>Please Note:</b> <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications</i>		

### Hours of Work:

Part time hours are based on 22.5 hours for the Space centre Preston role but may be made up to Full time 37.5 hours per week if Manchester Coproduction Centre fundraising was also included. To be worked flexibly according to operational business needs. The post holder will be expected to have a flexible approach to working hours in order to meet the needs of the fundraising role (potential and current supporters) and consider the needs of our stakeholder and those supporting our service users.

### Bank Holidays:

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

### Holidays:

20 days plus 8 statutory days pro rata.

### Part Time Work:

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working fewer than 37.5 hours per week. We take a positive view of part-time work and will consider reasonable requests for part time hours for a minimum of 22.5 hours per week.

### Birthday Holiday Bonus:

One additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

### Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

### Probationary Period

The first four months will constitute a probationary period. After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

### Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by fourweeks at half pay.

### Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

### Life Assurance:

Staff become members of a non-contributory group life assurance scheme after 6 months' employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the terms and conditions which are amended from time to time. We reserve the right to discontinue, vary or amend the life assurance scheme at any time, withreasonable notice to you.

### Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

### Employee Assistance Service:

This is currently administered by Health Assured. It is a free service, offering valuable advice on benefits, financial matters, consumer issues, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is confidential and will not be shared with Creative Support.

### Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental and opticalcare, as well as physiotherapy.

**Annual Rail Ticket:**

Discounted annual rail season ticket plans are available to employees through Northern Rail.

**Payroll Giving:**

Administered by Charities Trust, this is a tax efficient way of donating regularly to any registered charity.

**We Care Staff Awards:**

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

**Your Rewards:**

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

**Retirement Awards:**

You will receive a £100 bonus, should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

**Refer a Friend Scheme:**

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

**Welcome Back Grant:**

We offer £200 worth of vouchers for employees who return to the organisation if there have been at least 6 months between resigning from their original post and taking up their new role.

**Company mobile phone and laptop:**

If applicable to your job role, a mobile smart phone, laptop and a 4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

**Travel Expenses:**

These will be paid in accordance with the organisation's Travel Expenses policy. Please contact the HR Department for a copy of this.