

ADVERT



Job Title: Fundraising Officer

Hours of Work: Fixed term to September 2027. 3 days per week (24 hours), flexible working is essential. Days of work will be agreed upon appointment.

Workplace: Based in Wolverhampton or work from home.

Zebra Access CIO is a local Deaf, Deafblind and Hard of Hearing charity based in Wolverhampton covering the Black Country and the surrounding areas.

Funding from the National Lottery Community Fund Reaching Communities has been secured to further develop and provide services to Deaf, Deafblind and Hard of Hearing people and communities over the next 3 years. The Fundraising Officer will address the main needs of Deaf, Deafblind and Hard of Hearing people in Wolverhampton, Black Country and the surrounding areas by providing appropriate access to information and services where service users can go to discuss their issues, be signposted to appropriate services and be supported in their preferred communication method (i.e. British Sign Language, sign supported English, lip-reading etc). The project will also aim to develop an accessible society to meet the communication needs of Deaf, Deafblind and Hard of Hearing people, by offering community development, IAG, Advocacy, Health & Wellbeing, Deaf Awareness and BSL services. The Fundraising Officer will be instrumental in ensuring that further funding is secured for supporting Deaf, Deafblind and Hard of Hearing people/communities and the development of Zebra Access services, with support from the Managing Director.

This is a project funded by The National Lottery Community Fund, Reaching Communities, which will run to September 2027. Candidates applying for this role will need to:

- Develop and deliver fundraising strategies to diversify the organisation's income streams
- Have experience in securing contracts, bid-writing, funding applications or securing sustainable donations.
- Work with the local community, companies and potential partners/service providers to raise funds required to deliver services/training/events for Deaf, Deaf Blind and Hard of Hearing people.
- Explore opportunities to raise funds and grants for the organisation in an ever-increasing competitive market.
- Have knowledge/experience of the barriers that Deaf, Deaf Blind and Hard of Hearing people/communities face on a daily basis.

We are looking for someone who is passionate about:

- Raising money for charities and having demonstrable and proven success in securing funding and grant opportunities.
- Supporting services for Deaf, Deaf Blind and Hard of Hearing communities.

- Understanding and providing communication access solutions for Deaf, Deaf Blind and Hard of Hearing people facing daily barriers in society.
- Developing different income streams towards sustainability.
- Securing funding opportunities to empower Deaf, Deaf Blind and Hard of Hearing people and charities.

If you feel that you are the kind of person we are looking for to lead and deliver this project then please send your CV and covering letter, stating why you feel you are the best person for this job, by email to: bob@zebra-access.com

Application deadline: 5pm, Friday 1st November 2024.

Interviews: To be held within 2 weeks after the deadline.

Please contact Zebra Access' Managing Director, Bob Marsh by email: bob@zebra-access.com or by text: 07475 755229 if you have any further queries or wish to arrange an informal discussion about the vacancy.

JOB DESCRIPTION



JOB TITLE: Fundraising Officer (**Funded by The National Lottery Community Fund**)

PLACE OF WORK: Wolverhampton/Black Country region or work from home

PURPOSE OF THE JOB: To assist the creation, development and implementation of fundraising strategies and engaging with local private, public and third sector to secure grant funding and donations for projects and training programmes. Liaising with stakeholders to maximise community and corporate fundraising opportunities.

This role will need to support the diversification of the organisational income. This will include Bid writing, local/regional grants/contract bids, community fundraising and various other fundraising avenues.

KEY RESPONSIBILITIES

- Develop, adapt and implement existing fundraising strategy.
- Identifying funding gaps and income opportunities/potential.
- Develop fundraising tools and opportunities via our social media pages and web sites.
- Approaching and engaging with potential funders, businesses and partners to secure contracts, funding, and donations.
- Participating in fundraising activities, managing monitoring and evaluation of grants / contracts.
- Planning, attending, and coordinating fundraising meetings and events.
- Developing and raising the organisation's profile amongst local and regional service providers, employers, organisations, local health authorities and corporations to generate potential income streams.
- Managing volunteers to support Zebra Access' community fundraising events.
- Maintaining a high-quality service by achieving targets, which will be set in negotiation with your line manager.
- Providing monthly monitoring information, reports and statistics relating to performance against targets and performing any other relevant administrative duties.
- Continually updating your own knowledge about fundraising opportunities and support available, to ensure you give accurate information and advice to Deaf, Deaf Blind and Hard of Hearing people and service providers.
- Flexibility in your working hours will be required, as you may be asked to represent the organisation at meetings outside normal working hours, or to complete any other duties and responsibilities that are commensurate with this role.
- Respect confidentiality and always carry out all of your responsibilities in a professional manner, in compliance with Zebra Access' policies.

Date: October 2024

PERSON SPECIFICATION



ESSENTIAL	DESIRABLE
QUALITIES/ KNOWLEDGE	
<ul style="list-style-type: none"> • Minimum of GCSE level education or equivalent. • Excellent communication and written English skills • Have an in-depth understanding of the practical and social issues facing Deaf, Deaf Blind and Hard of Hearing people/communities daily. • An understanding of basic principles of fundraising for charities. • An understanding of effective project caseload management including report writing, maintaining confidentiality and monitoring progress. • Demonstrate excellent social and financial negotiating skills • Ability to facilitate and/or organise meetings and events, specifically with potential donors and external organisations with Social Corporate Responsibilities. • Work autonomously, with minimal supervision • Demonstrate a positive and non-judgmental attitude 	<ul style="list-style-type: none"> • General knowledge of other national/ local Deaf, Deaf Blind and Hard of Hearing organisations, services, and events • An understanding of charity sector fundraising work.

<ul style="list-style-type: none"> • Effective problem-solving skills 	
EXPERIENCE	
<ul style="list-style-type: none"> • Experience in delivering and managing contracts/fundraising • Ability in IT (MS Office; Internet and/or other software packages) • Ability to achieve outcomes and results within agreed timescales • First rate communication, which has enabled you to effectively build a rapport and negotiate well across a range of contacts/networks. • Experience of developing robust networking and relationships with other people/ organisations/corporations 	<ul style="list-style-type: none"> • Managing online fundraising events/campaigns • Experience of delivering successful unrestricted fundraising campaigns • Experience in charity fundraising field.
OTHER INFORMATION	
<ul style="list-style-type: none"> • You will need to demonstrate a willingness to travel and to occasionally work outside of normal office hours, when required. • Appointment is subject to an Enhanced Disclosure and Barring Service check. 	<ul style="list-style-type: none"> • Full current driving license desirable, with access to a vehicle for work purposes (consideration will be given to alternative travelling proposals).

Date: October 2024

TERMS AND CONDITIONS



Listed below are some of the key benefits of working with us

A statement of the main terms and conditions of service will be supplied upon offer of appointment. The information given below is intended as a guideline for candidates.

POST: Fundraising Officer (3 days per week – 24 hours – days of work to be agreed).

CONTRACT TYPE: Fixed term until September 2027.

SALARY: The salary for this post is £25 - £28,000 per annum, pro-rata depending on experience and qualifications.

PROBATIONARY PERIOD: Confirmation of appointment is subject to the successful completion of a 3-month probationary period.

HOURS: 24 hours per week, however, it may be necessary to work additional hours to complete your duties, for which time in lieu will be awarded accordingly.

HOLIDAYS: The annual leave year is from 1 January to 31 December. The entitlement for this post is 20 days plus 8 days statutory holidays pro rata per year, with additional privilege days awarded at the discretion of the board.

PENSION: A Pension scheme is available to all Zebra Access employees.

EQUAL OPPORTUNITIES: Zebra Access has an Equal Opportunities Policy, and all employees are expected to develop an understanding of and commitment to equal opportunities.

This post is exempt from the terms of the Rehabilitation of Offenders Act exemption order 1975) and you are therefore required to disclose all criminal convictions and cautions including those, which are 'spent'.

This post is also subject to a Disclosure and Barring Service clearance (formerly Criminal Records Bureau clearance) Access NI / Disclosure Scotland clearance. All successful candidates must satisfactorily clear a criminal records and ISA Vulnerable Adults Barred List check.