



Fundraiser

Job Application Pack



About This Pack

Thank you for your interest in the Fundraiser position at Calvert Trust Exmoor. This pack provides all the information you need to fully understand the role. If you have any further questions, please ask when applying.

The deadline for applications is Sunday 19th September. We look forward to hearing from you.

Contents

2. A Message From Our Centre Director
3. The Fundraiser Role
4. The Person We Need
5. About Calvert Trust Exmoor
6. Our Location
7. How To Apply



A Message From Our Centre Director

Dear Candidate,

Thank you for your interest in our Fundraiser post at Calvert Trust Exmoor.

Calvert Trust Exmoor enables people with physical, sensory, behavioural and learning disabilities to experience exciting, challenging and enjoyable outdoor activities. This has therapeutic, life-changing outcomes by broadening the scope of what disabled people can achieve and experience, enhancing physical and mental wellbeing, and boosting confidence.

We receive no public funding for our work, individuals and groups contribute towards their visit but this only covers a percentage of the actual costs so we fundraise for the remaining costs, to offer bursary and for the cost of any equipment and capital projects.

The Covid -19 pandemic hit the charity and its beneficiaries hard and the last eighteen months have been very challenging in terms of having to close our centre and guests being unable to stay with us, and the financial impact of the loss of revenue. However, there is light at the end of the tunnel with restrictions easing again and we have shown remarkable resilience in adapting to the financial pressures and being able to secure additional funding.

We have taken the positives and opportunities of the last year and created an Income Generation Team which combines the existing functions of fundraising, marketing and sales within the charity. We are now at the stage where we are rebuilding and expanding our team and we are looking to recruit a passionate, locally connected, driven individual with excellent communications skills to join our team and raise additional income.

You will be responsible for building relationships, managing and recruiting volunteer fundraisers and identifying new opportunities within the North Devon community to secure income. We are looking for someone with the passion and communication skills to motivate others and to be able to network across the area with a variety of audiences.

The Income Generation team are based, along with the majority of the wider Calvert team, at our centre at Wistlandpound, near Barnstaple, Devon. This role is expected to be based at the centre but it is anticipated that a large percentage of time will be spent out in the community building relationships.

If you feel you are the right candidate then we look forward to receiving your application. To apply please send a covering letter detailing why you are the best candidate for this role and a copy of your CV. Completed applications and any questions or queries should be sent to:
fundraising@calvert-trust.org.uk

Yours sincerely

Andrew Laming
Centre Director

The Fundraiser Role

Key Responsibilities

- Overall responsibility for managing the charity's community and external fundraiser programme, ensuring that opportunities are maximised, income is secured and Calvert Trust Exmoor (CTE) can continue to grow income in this funding area.
- Build relationships with new and existing CTE funders and fundraisers, making sure communication channels remain open and encouraging visits to the centre when possible, maximising engagement and identifying future opportunities.
- To understand the local environment and using local knowledge and connections, build upon the networks already in place and expand these ensuring the CTE name and brand is known to a wider audience and is recognised as a local charity needing support.
- Identify prospective opportunities and build a pipeline of potential approaches and fundraisers, building new relationships with a range of stakeholders including community groups, volunteer fundraisers, local businesses and other high-profile names within the locality.
- Ensure that all fundraisers and groups have proper stewardship and donations are acknowledged, recorded and reported on in an appropriate and timely manner. Ensuring an "audit trail" is maintained that tracks all funds raised from initial receipt through to final destination.
- Update and maintain the pipeline and opportunities, contacts and approaches made on the CTE fundraising database (currently Donorfy) and systems.
- Show potential funders and key people around CTE when required. Where visits aren't appropriate, then take the Calvert experience out into the community by using a range of methods to showcase the charity. E.g., presentations, videos, exhibitions, talks and using social media.
- Contribute to a weekly and monthly summary of activity report from fundraising to demonstrate progress against the Fundraising Plan. Reporting against targets, opportunities and likely income whilst adhering to reporting deadlines both internally and externally.

General responsibilities

- It is anticipated, that this role will require flexible working hours across the week including some weekends and evenings to attend meetings, give talks and be present at fundraising events or shows.
- Providing assistance to other members of the immediate and wider team as required, do general administrative tasks (e.g. filing, photocopying, answering the telephone), and undertaking any other reasonable duties as requested to ensure the smooth running of the organisation.

NB This job description outlines the main area of responsibility. It is not a list of duties required to meet those responsibilities.

The Person We Need

We are looking for a passionate individual who has the skills and experience (or has transferable skills/commitment) to raise funds from the North Devon community by motivating fundraising volunteers, networking with community groups and businesses, and ensuring that the Calvert name is heard across the local area. This role has fundraising income targets and it is expected that income will be secured against these each month.

The successful candidate will have excellent communication skills, the ability to build a rapport quickly and be self-motivated to network and seek out new opportunities, managing and prioritising their own workload to meet income targets.

You must be able to demonstrate a track record of building relationships to secure positive outcomes and be happy to work flexibly including some evenings and weekends when needed. As befits a smaller team, you will need to be highly organised and focused, and open to some element of flexible working within the team roles.

Required Skills and Experiences

- Have an optimistic outlook, be solution-focused and be happy working within an ambitious team with targets to achieve.
- Excellent communication skills with the ability to network with a wide range of stakeholders and build and maintain positive relationships.
- Good verbal and written communication skills and the confidence to pick up the phone, make a call, arrange a meeting and build a rapport.
- Ability to plan, organise and prioritise workloads and work under pressure.
- Excellent at multitasking and being able to maintain multiple relationships and priorities at the same time.
- A team player with the ability to work within a small but busy team
- Good IT skills and the ability to use databases and electronic systems for recording information.
- Experience in working against and successfully achieving set income targets.

Salary: £23,000 - £26,000 depending on experience

Based in North Devon office and within the community

Permanent, full-time position (37.5hours), job share considered

About Calvert Trust Exmoor

We're a unique, award-winning activity centre where people with disabilities can enjoy exciting, challenging and enjoyable activity breaks together with their families and friends.

The centre is tailored to provide exciting adventure breaks and day activities for those with any type of disability, highlighting that anything is possible.

Our activity breaks are inclusive in every sense of the word. Costs include a full programme of activities, 5-star activity accommodation, all meals and use of on-site facilities.



Centre Facilities

- Reception and shop
- TV Room
- The Barn games room
- Swimming pool
- Sensory room
- Relaxed dining room and conservatory
- 5-star activity centre accommodation
- On site activities

Activities

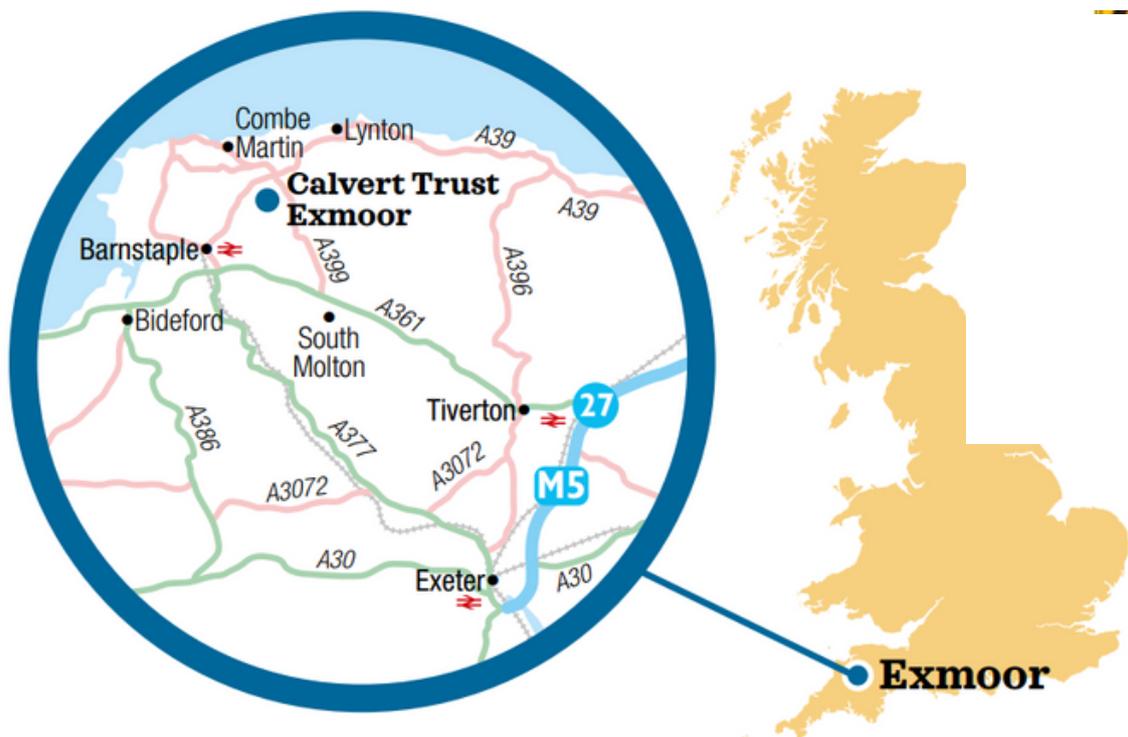
- Abseiling
- Climbing
- Cycling
- Crate Stack
- Archery
- Giant swing
- Bushcraft
- Horse riding
- Canoeing
- Low ropes
- Carriage driving
- Orienteering
- Challenge course
- Sailing
- Surfing
- Zipwire

Our Location



Calvert Trust Exmoor is found about 20 minutes from Barnstaple, in North Devon, on the edge of Exmoor National Park. 40 acres of beautiful countryside surround the centre, which has stunning views of the rolling hills, forests and reservoir on our doorstep.

Guests and staff enjoy the peace and quiet, and there is nowhere else like it to work.



How To Apply

Please email your CV and Covering Letter to;

fundraising@calvert-trust.org.uk

Take the opportunity to tell us about yourself and why you are suitable for this role.

**Deadline for applications is:
5pm, Sunday 19th September 2021**

Successful candidates will be invited to the centre for an interview.

1st Interview: Monday 27th September 2021

2nd Interview: within two weeks, to be confirmed with the candidate

If you do not hear back from us, please assume that you have been unsuccessful on this occasion, however we may securely hold your details for future recruitment purposes in line with our data retention policy.

