



Trust Fundraising Assistant Job Application Pack



About This Pack

Thank you for your interest in the Trust Fundraiser Assistant 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 26th September. We look forward to hearing from you.

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A Message From Our Centre Director

Dear Candidate,

Thank you for your interest in the post of Trust Fundraising Assistant 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 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 an individual with excellent communication skills and a willingness to learn to join our team to assist with raising funds from Grant Making Trusts.

You will be joining our small team to support developing our grant-making trust funding programme, identifying new opportunities, reporting to previous funders and helping to grow this income stream alongside our Trust Fundraiser.

The Income Generation team are based, along with the wider Calvert team, at our centre at Wistlandpound, near Barnstaple, Devon. This role, along with others in the team, can be home-based. The expectations are that each month some days will be spent at the office to build good working relationships and to see first-hand the experience of our guests and the ethos of the charity. We would work with the successful candidate to shape how this would work in practice with the main emphasis being on the outcomes rather than where the person is based.

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. Applications and any questions or queries should be sent to fundraising@calvert-trust.org.uk by 5pm on Sunday 26th September 2021.

Yours sincerely

Andrew Laming
Centre Director

The Fundraiser Role - Key Responsibilities

Supporting the Trust Fundraiser to maximise income from grant-making trusts and foundations and develop a strong pipeline of funding, including:

- Working with the customer services team, identifying which areas and what type of bursary funding is required and disseminating this information across the wider income generation team.
- Research prospective funders using online databases, websites and the charities own records to establish a pipeline of potential approaches for bursary and equipment.
- Liaising with the database superuser to gather relevant information on previous beneficiaries of bursary funding. Create meaningful reports to be disseminated to funders ensuring each receive a full update on their donation.
- Monitor and report internally on any restricted or bursary funding to ensure it is allocated against the correct project.
- Working with the marketing officer ensure that compelling case studies are available and ready to be used in bursary reports. Contacting previous beneficiaries when necessary to hear their story.
- Create tailored proposals and applications to agreed funders requesting support for bursaries and smaller items of equipment.
- Ensure that all funders 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 GMT 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.
- To understand the GMT environment and be able to report against targets, opportunities and likely income whilst adhering to reporting deadlines both internally and externally.
- Contribute to a weekly and monthly summary of activity report from Fundraising to demonstrate progress against the Fundraising Plan.

General Responsibilities

- Providing assistance to other members of the immediate and wider team as required plus general administrative tasks (e.g. filing, photocopying, answering the telephone)
- To undertake 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 an individual who has excellent communication skills, great attention to detail and the ability to take information and present it in a compelling way to join our small team. The successful candidate will be comfortable researching information, writing in a creative way to tell a story and have the ability to build a rapport quickly with potential supporters.

Being self-motivated and able to prioritise their own workload to meet deadlines is also a requirement as well as having an optimistic outlook, being solution-focused and happy working within an ambitious team.

You must be able to demonstrate transferrable skills and have a willingness to learn about grant-making trust fundraising. As befits a smaller team, you will need to be highly organised and focused, and open to some element of flexible working.

The role will work closely with our Trust Fundraiser supporting our plans to grow income from this funding stream and will be required to secure income against a set target.

Required Skills and Experiences

- Have an optimistic outlook, be solution-focused, be willing to learn and be happy working within an ambitious team with targets to achieve.
- Excellent written and report writing skills with experience of gathering, analysing and interpreting complex information to write high-quality tailored proposals/reports.
- Good verbal communication skills and the confidence to pick up the phone, make a call and build a rapport.
- Ability to plan, organise and prioritise workloads and work under pressure to meet tight timescales and strict deadlines.
- Excellent research skills.
- 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. Excellent Excel skills would be an advantage.

Salary: £18,000 - £20,000 depending on experience

Home or office based with monthly visits to the office in North Devon

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

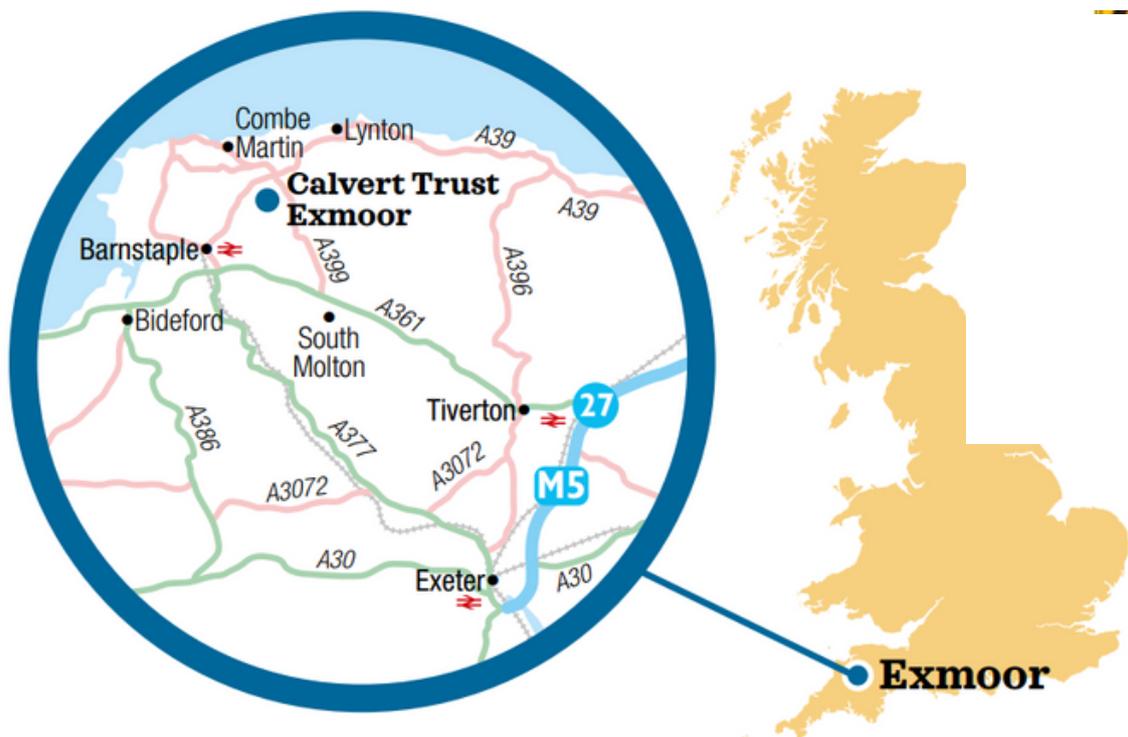
- Abseiling
- Climbing
- Cycling
- Crate Stack
- Archery
- Giant swing
- Bushcraft
- Horse riding
- Canoeing
- Low ropes
- Carriage driving
- Orienteering
- Challenge course
- Sailing
- Surfing
- Zipwire

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 26th September 2021**

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

1st Interview: Monday 4th October 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.

