



INFORMATION PACK

Operations and Fundraising Co-Ordinator

Job Description

We're looking for an experienced all-round Operations and Fundraising Co-ordinator who will take primary responsibility for existing and new fundraising activities and initiatives. Working closely and collaboratively with the founder to generate income from a varied portfolio of activities and ensuring a significant ROI is achieved.

A natural relationship builder, you will work across all areas of fundraising including digital marketing. Helping to raise awareness of our services within the local community and wider, as well as securing vital funds.

You will need to have a hands-on mentality, no hesitation to get 'stuck in' and passion for the work we do. This is a huge opportunity as this role is as big as you want to make it. Dependant on you securing funding, the role will develop into a full time with wider responsibility. Variety is guaranteed, with the role combining fundraising, marketing, event support and administration.

The money you raise will enable us to improve the lives of people living with mental ill health.

Broad Outline of Key Responsibilities

Strategy

- Develop & deliver Life at No.27's fundraising strategy and developing activities (and new initiatives) aligned with the strategy
- Play a key role in understanding Life at No.27's audiences
- Create and build relationships with new key stakeholders
- Identify partnering opportunities

Raising Funds

- Lead on the strategy and new initiatives for the delivery of all fundraising and corporate partnerships
- Seek out new fundraising opportunities and government allocations
- Complete funding applications
- Highlight opportunities for fundraising, partnerships and PR engagement
- Digital fundraising
- Develop business cases for new initiatives
- Monthly reporting back to founder on targets, ROI and funding applications



Marketing

You will be supported to promote and engage our audiences by

- Demonstrating the life-changing impact of Life at No.27's work on the people who attend our programmes, effectively using them as a showcase about the power of gardening
- Research and promote evidence that underpins the health benefits of gardening
- Engage with local businesses and other mental health services to promote our services and raise awareness

Person Specification

Essential

- Voluntary sector experience
- Track record of building successful relationships with the community
- Ability to work flexibly and to meet demanding and often competing deadlines
- Up to date digital skills including use of MS Teams, MS Office tools and use of social media
- Excellent communicator, both verbally and in writing, with the ability to present complex information in simple terms to a variety of audiences
- Ability to identify and explore new and innovative ways of working which improve performance and operational effectiveness
- Highly organised and analytical with an ordered approach
- Professional approach, engages in personal development
- Agile and responsive to a changing fundraising environment
- Committed to the aims of Life at No.27
- Willing to undertake some out of hours work
- Full driving licence

Desirable/Useful

- Proven expertise in fundraising (in income growth) and relationship management
- Experience of setting, working to, measuring and evaluating key operational and strategic objectives and associated KPI's.
- Experience working for an organisation supporting the needs of vulnerable adults and/or children
- Knowledge of Social and Horticultural Therapy or other therapeutic interventions designed to meet the needs of disabled/disadvantaged adults and/or children
- Solid knowledge of the regulatory framework for fundraising including data protection, Gift Aid and Fundraising Codes of Practice and regulation
- Strong knowledge of high value giving, corporate, trust and foundation fundraising at an advanced level with a sound understanding of how the sector works

Salary: £4,320 per annum, £360 a month



It's not what you grow, it's how YOU grow!

Contract: Freelance; 12 months; one a day a week; subject to current funding application being secured.

Hours: 8 hours per week

Reports to: Founder and Director

Location: Home (some travel to Life at No.27 centres and elsewhere will be necessary)

Application process

Please send your CV and a covering letter explaining how you meet the person specification in the Information Pack, to annabelle@lifeano27.com by **9am on Friday 22nd July 2022.**