**JOB DESCRIPTION**

**Post Ref: Engagement & Fundraising Officer – August 2025**

|  |  |
| --- | --- |
| **Job Title:** | Engagement & Fundraising Officer |
| **Contract:** | Permanent |
| **Hours:** | Full Time/Part Time: Will be required to work some weekends and evenings with time off in lieu.  Office hours are 9:00am–5:30pm, but we support flexible working, such as school hours or splitting time across the day, where the role allows. |
| **Location:** | Norfolk |
| **Salary:** | £25,000 to £33,000 Pro Rata dependant on experience |
| **Responsible to:** | Engagement & Fundraising Manager |
| **Reports on a day-to-day basis to:** | Engagement & Fundraising Manager |
| **Purpose of job:** | As our Fundraiser, you’ll play a key role in delivering our plans, growing income, and raising awareness through community initiatives, corporate partnerships, and events. You’ll take the lead on two flagship events each year, inspire and support fundraisers of all kinds, and build lasting relationships with supporters through great stewardship. |

**Brave Futures supports children and young people that have experienced sexual abuse. We have supported thousands of children and their families over the 13 years we have been in the community.**

**Our Vision**

We want all children and young people who are victims and survivors of sexual abuse/exploitation, to have the opportunity to access support. For them to feel safe, listened to and supported. We aim to educate society because every child has the right to a childhood free from sexual abuse.

**Our Values**

* Dependability and trust
* Collaboration with other organisations to achieve best outcomes for children.
* Validating and understanding the feelings of others.
* Learning from the diverse perspectives, ideas and lived experiences of others.
* Removing obstacles that may stop a child or young person accessing the charity.

**This is what some of our team members have said about why they like working at Brave Futures**

“The daily drive for me stems from the support we extend to children and their families. I find fulfilment in actively bringing the charity into the community, forging partnerships with corporates to raise funds and awareness. I really enjoy the thrill of events, nurturing their growth annually, and witnessing their success is truly gratifying**”.**

**“**I enjoy the versatility of this position. I am fortunate to work with an exceptional team whom I appreciate as coworkers. Numerous opportunities for development and training are readily available.**”**

**Responsibilities include:**

1. Ensure supporters, volunteers and fundraising groups have access to relevant fundraising advice, guidance, and stewardship, whilst promoting best practice.
2. Encourage and attract new as well as current supporters and volunteers to take part in a variety of third-party events, enhance the significance of supporter contributions, and maintain their involvement through dedicated supporter care.
3. Manage, and continuously develop and improve your county through excellent stewarding of existing supporters and recruitment of new supporters, volunteers and securing new partnerships such as charity of the year and Fundraising Groups.
4. Conduct thorough research, identify, and approach key stakeholders to discuss their Corporate Social Responsibility strategy. Motivating and inspiring companies to donate, assist in fundraising activities or take up sponsorship opportunities.
5. Attend challenges and community fundraising events as required.
6. Lead on planning, delivery, and evaluation of key Brave Futures flagship events, ensuring they are successful, engaging, and achieve fundraising targets.
7. To recruit challenge event participants and ensure consistent, excellent stewardship.
8. Raise awareness of Brave Futures by delivering talks, presentations, and engagement opportunities to inspire action and grow support for the charity.
9. Keep our CRM database up to date with information about our supporters and their fundraising activities.
10. Keep systems updated to ensure accurate pipelines, allocated income and to ensure financial and non-financial activity is recorded.

**Data Compliance and Continuity**

* In line with national legislation, and Brave Futures polices, process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclose in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

**Behaviours and Values**

* To promote, uphold and demonstrate Brave Futures values.
* To work actively and positively as part of the wider team, demonstrating a desire and ability to build relationships with colleagues across all teams.
* To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
* To be proactive in seeking out ways to engage with the wider community and finding new way to encourage engagement with the charity’s activities.
* To act always in a professional manner, respecting the needs of colleagues and co – workers, working collaboratively to ensure a harmonious work environment and always following our code of conduct.

**Safeguarding Children and Vulnerable Adults**

* To comply with Brave Futures Procedures and Practice.
* To follow Brave Futures policy regarding the management of safeguarding concerns.
* To access mandatory safeguarding training and demonstrate and competence at the required level.

**Equality, Diversity and Rights**

Brave Futures is committed to improving the quality of its services to all people, irrespective of race / ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Fresh Start new beginning are aware and treat every person with dignity, respect and fairness, in a way that is sensitively responsive to difference and similarities.

Responsibilities:

* To support equality, diversity and rights of all including children, young people and their families, staff and volunteers.
* To actively promote the consultation of children/young people and families and their involvement and participation in decision making.
* To work to the Brave Futures Equality and Diversity Policy.

**Health and Safety**

* To carry out duties place of employees by the Health and Safety at Work Act 1974.
* To comply with Health and Safety Policy.
* To take reasonable care for the Health and Safety of themselves and other whom may be affected by their acts or omissions at work.
* To co – operate with their employer as far as it necessary to meet the requirements of the legislation.
* To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in the pursuance of any of the relevant statutory provisions.
* To be aware of and always adhere to current policies regarding infection control.

**Comprehensive Range of Benefits**

* Free onsite parking
* Enhanced annual leave
* Pension Package
* Well-being Support

Office hours are Monday to Thursday 9am – 5.30pm Friday 9am -5.00pm

**This job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates with examples the main role of the post holder. It is therefore subject to alterations and development and will be reviewed jointly with the post holder and their line manager.**

.

**PERSON SPECIFICATION**

|  |
| --- |
| JOB TITLE:Norfolk Fundraiser |

|  |  |  |
| --- | --- | --- |
| **Qualifications / Training** | **Essential** | **Desirable** |
| Evidence of continuous professional development. | **X** |  |
| Valid UK Driver’s License | **X** |  |

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| A minimum of 2 years successful experience within a similar or transferable role | **X** |  |
| Experience of working with volunteers |  | **X** |
| Experience of managing budgets | **X** |  |
| Experience of achieving financial targets | **X** |  |
| Experience of supporter stewardship within a similar or transferable role | **X** |  |

|  |  |  |
| --- | --- | --- |
| **Skills and Knowledge** | **Essential** | **Desirable** |
| Excellent written and verbal communication skills, clarity, tact and the ability to adapt communication to suit audiences. | **X** |  |
| Excellent telephone manner | **X** |  |
| Able to deal with pressure, prioritise and varied workload and work efficiently. | **X** |  |
| Knowledge of case management systems |  | **X** |
| Accuracy, consistency and attention to detail | **X** |  |
| Good organisational skills and ability to meet deadlines | **X** |  |
| Good research skills | **X** |  |
| Project management skills and knowledge |  | **X** |
| Good working knowledge of Microsoft Office and outlook | **X** |  |
| The ability to work effectively as part of a small team | **X** |  |
| Self – motivated with the ability to use initiative and work independently | **X** |  |
| Administrative and record keeping skills | **X** |  |
| Knowledge of fundraising best practice, legal requirements and health and safety linking with community fundraising. | **X** |  |
| Flexibility outside of working hours and a willingness to travel and work evenings and weekends as required | **X** |  |

|  |  |  |
| --- | --- | --- |
| **Other** | **Essential** | **Desirable** |
| Committed to the overall aims of Brave Futures | **X** |  |
| Committed to safeguarding and promoting the welfare of children and young people. | **X** |  |

**Interview and Pre-employment checks**

At the interview stage, and subsequently when making an offer of employment, we are required to carry out a series of employment checks. These include:

**Identification documents (this is done at the interview stage)**

You will be asked to provide proof that you have the right to work in the UK. This will mean that you will need to produce either a document or a combination of documents to confirm you are eligible. For example, a passport, a visa or immigration documents if you are a non-national. We will advise you which documents you will need to show.

**Professional registration and/or qualifications (this is done at the interview stage)**

If your role requires a particular professional registration the employer will carry out a check with the appropriate regulatory body and secure confirmation of the appropriate registration. Where a check has been made employers will not be required to verify your professional qualifications separately.

Where a licence is a requirement confirmation will be sought from the relevant regulatory body.

**Employment history and references (this is done once an offer of employment has been made)**

It is important that you have stipulated your full employment history within your application form and highlighted any employment gaps. References will be sought covering a minimum period of 3 years from your current employer and previous employer/s.

**Criminal record and barring checks (this is done once an offer of employment has been made)**

We are required to check whether you have a criminal record. Your offer of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check).