



## **JOB DESCRIPTION**

### **PART TIME EXPERIENCED COMMUNITY FUNDRAISER**

#### **BRAINWAVE SOUTH WEST CENTRE (BRIDGWATER)**

#### **JOB OVERVIEW**

Since 1982, the national Charity Brainwave has been providing home based therapy Programmes for children who have had a brain injury such as Cerebral Palsy, have a genetic condition such as Downs Syndrome or Developmental Delay – sometimes even a combination of all three. A full description of the Charity's approach can be found on its web site ([www.brainwave.org.uk](http://www.brainwave.org.uk)).

Brainwave has three permanent Centres, one in Essex, one in Somerset and one in Cheshire.

Grade and salary: £21,333 pro rata  
Hours of work: 21 hours per week

#### **Brief description of role**

This is an exciting and rewarding opportunity to join a dynamic and busy fundraising team who are driven by success and to help raise income from companies, organisations, groups and individuals in the region through donations, events and other activities specifically through providing motivation, support and assistance at a local level. This will include working with families and their friends to undertake fundraising activities as well as assisting the Fundraising Team in their activities. In addition, to help identify sources of income that can be applied for by the fundraising team.

To help raise the profile of Brainwave through relationships with organisations in the area and through the local media thereby increasing support.

The position is office based at the South West Centre in Bridgwater, reporting to the Direct Marketing Supervisor and the Head of IT, Communications & Database Management.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- To identify, develop and implement fundraising opportunities working with the line manager to develop an overall strategy and annual plans. This may include:
  - Working with organisations and groups such as golf clubs, Round Table, schools etc
  - Adoption by companies and/or their employees including employee fundraising
  - Events such as pantomimes, dinners etc so that a portfolio of profitable annual events are established
  - Individuals eg 100 Club
  - Families

- To organise & run Brainwave's South West Annual Open Day
- To develop a "Friends of the South West Centre" to support fundraising and other activities.
- To develop and maintain relationships with families attending the South West Centre and assisting them in any fundraising activities.
- To ensure that there is a good working relationship with the local Regional Family Coordinators to assist supporting the families and identifying families that will help Brainwave.
- Assist the Regional Family Coordinator(s) in producing local newsletters for families ensuring that all information on fundraising and events is included.
- To work closely with, and support, Brainwave's other fundraisers swapping opportunities as they arise.
- Work closely with the other parts of the Fundraising Team for leads.
- Maintain database details, keep reports on file of possible family fundraising opportunities in a Funding folder on child's file, produce monthly reports for line manager and respond to requests for incidental information from line manager and others.
- To work with the Retail Network in order to maximise any fundraising opportunities along with representing the Charity at any such event.

Some evening or weekend work may be needed occasionally. Travel to the North West or South East Centres for fundraising team meetings may be required several times a year.

An Enhanced CRB disclosure and a valid full driving licence are required at all times for the performance of the job.

We would welcome your Application Letter and Curriculum Vitae, addressed to [margaretpreece@brainwave.org.uk](mailto:margaretpreece@brainwave.org.uk) or by post to Margaret Preece, Direct Marketing Supervisor, The Brainwave Centre, Huntworth Gate, Bridgwater, Somerset TA6 6LQ

## **PERSON SPECIFICATION**

### **P/T COMMUNITY FUNDRAISER – SOUTH WEST**

#### **JOB RELATED SKILL AND KNOWLEDGE**

##### **Essential**

- Excellent communication skills, verbal and written.
- High level of self-motivation and ability to organise own workload to deadlines.
- Creative and lateral thinker
- Good organisation skills
- Ability to motivate others
- Knowledge of fundraising in local communities and setting up supporter groups
- Excellent networking skills
- Practical experience of working with families
- Empathy with children with disabilities and awareness of the implications on the family dynamic.
- Understanding/Experience of running events
- IT skills to include: confident use of websites, databases and ability to produce succinct and informative reports.
- Ability to work with other organisations
- Car driver with own car, willing to travel throughout own region and to other venues for team meetings.

##### **Desirable**

- Experience of dealing with the media
- Knowledge of producing newsletters
- An awareness of the health, education and social services sectors.
- Personal/working knowledge of independent/charitable support services for children with disabilities and special needs.

#### **EDUCATION/QUALIFICATION**

- Aptitude, personality, and relevant experience are of greater significance than academic qualifications.

#### **OTHER REQUIREMENTS**

##### **Personal Qualities**

- Able to work on own initiative and be part of a regional team sharing best practice and ideas.
- Confident and comfortable with working with people at all levels.
- Good listening skills.
- Commitment to Brainwave's values of helping children and families improve their lives.
- Positive and flexible attitude

## **TERMS AND CONDITIONS**

Annual leave:	25 days + 8 public holidays per annum (pro rata)
Superannuation:	The post-holder is entitled to a 3% employer contribution to a stakeholder pension
Performance Review	Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.
Equal Opportunities:	In Brainwave, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of age; gender or choice of sexual lifestyle; being married or not; race, colour or ethnic origin; religion or belief; disability; or Trade Union membership.
Disclosure checks:	We carry out criminal record checks on all new staff. You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we comply with legal and organisational safety regulations.