

*CHAS has a vision of society where all members
of the community have a place they can call home*

JOB DESCRIPTION

Job title:	Fundraising and Communications Officer
Location:	CHAS (Bristol) Housing Advice Service, The Assisi Centre, BS5 0RE
Accountable to:	Partnership and Development Manager
Hours and leave:	17.5 hours per week, with scope to increase subject to funding 25 days + Bank Holidays (pro rata)
Contract type:	1 year fixed term (with extension subject to funding)
Pension:	Employer pension
Salary:	£23,500- £27,000 (pro rata) dependent on experience

About CHAS: CHAS is a local housing and homelessness charity, based within the community. We provide advice, advocacy and support to anyone in housing need, with a focus on the most marginalised.

Role Summary: To oversee CHAS' fundraising programme and support the development of its communications.

Context: CHAS has recently gone through a period of sustainable growth. We are funded by a portfolio of grant makers, but are keen to develop larger, longer-term grants. This new role is a key position within CHAS, as we bring our fundraising in-house. Our external fundraising consultant can offer monthly mentoring/support to the new post holder until the end of the financial year, to assist with a smooth transition.

Personal Outlook: The post-holder must be a person with a strong commitment to the voluntary sector and a desire to make a real difference. You will be working as a member of a small staff team.

We're keen to have a staff team which is representative of the community we serve and also welcome applications from people with life experience of housing and homelessness issues to help us to shape and develop our service.

Responsibilities

1. Oversee CHAS' fundraising programme, co-ordinating timely applications and reports.
2. Contribute to the development of a fundraising strategy, and supporting its implementation, working closely with the Partnership and Development Manager.
3. Prepare funding applications to grant-making trusts and proposals for commissioned work.
4. Develop and maintain systems and processes to manage the fundraising programme.

5. Oversee the stewardship of small grant-funders, building on these existing relationships.
6. Network and building partnerships in order to identify new funding opportunities in line with the fundraising strategy.
7. Work with the Finance and Office Administrator to oversee the administration of donations including individual donors, grant makers and gift aid.
8. Prepare reports for funders, working with the Advice Service to gather statistics for and develop case studies.
9. Support the development and implementation of monitoring and evaluation processes.
10. Develop a CHAS communications plan, considering rebranding and developing newsletters.
11. To write and present information on the charity in an engaging and appropriate style.
12. Develop and maintain website content.
13. Working with the Partnership and Development Manager to develop the Annual Report.

General responsibilities

1. To work within CHAS (Bristol) policies and procedures, including equal opportunities, health and safety and confidentiality.
2. To work alongside volunteers, interns and trustees of the charity.
3. To undertake training to maintain up-to-date knowledge and skills required for the role and other new projects as agreed by the Trustee Board.
4. To engage with and contribute to the development of service as the charity grows.
5. To undertake such other duties as may be required.

Person Specification

A – Application

I- Interview

T- Test

P- Presentation

		Essential	Desirable	Measured
Experience	<ul style="list-style-type: none"> • Experience of securing donations, grant income or new business. 	X		A/ I/ P
	<ul style="list-style-type: none"> • Experience of writing project proposals and case for support. 	X		A/I
	<ul style="list-style-type: none"> • Experience of establishing and managing successful relationships with charitable trusts and foundations 	X		A/I
	<ul style="list-style-type: none"> • Experience of collating information and writing reports. 	X		A/I
	<ul style="list-style-type: none"> • Experience of developing communications, such as newsletters and web content. 	X		A/I

	<ul style="list-style-type: none"> Established track record of personally delivering to defined goals, both financial and non-financial 	X		A/I
	<ul style="list-style-type: none"> Experience of working in the voluntary sector 		X	A
	<ul style="list-style-type: none"> Experience of working with vulnerable people 		X	A/I
Knowledge	<ul style="list-style-type: none"> Knowledge of monitoring and evaluation systems and processes 	X		A/I
	<ul style="list-style-type: none"> Understanding of budget management and financial processes. 		X	A/I
	<ul style="list-style-type: none"> Understanding of homelessness issues 		X	A/I
Skills & Abilities	<ul style="list-style-type: none"> Excellent communication skills, the ability to communicate complex issues clearly and succinctly, verbally and in writing. 	X		A/I/T/P
	<ul style="list-style-type: none"> The ability to network and build strong partnerships. 	X		A/I
	<ul style="list-style-type: none"> A high standard of written English with an ability to produce concise and persuasive prose. 	X		A/T
	<ul style="list-style-type: none"> Excellent planning and time-management skills, with the ability to multi-task between projects. 	X		A/I
	<ul style="list-style-type: none"> Excellent attention to detail; the ability to maintain accurate fundraising records. 	X		A/I
	<ul style="list-style-type: none"> Strong team worker with excellent interpersonal skills. 	X		A/I
	<ul style="list-style-type: none"> Proficient in computer skills, including Excel 	X		A/I
Personal Qualities	<ul style="list-style-type: none"> Ambitious, innovative, self-motivated and target-driven. 	X		A/I /P
	<ul style="list-style-type: none"> Enthusiastic, flexible and confident approach to work 	X		A/I
	<ul style="list-style-type: none"> Commitment to the aims of CHAS (Bristol) 	X		A/I
	<ul style="list-style-type: none"> A commitment to work within CHAS's equal opportunity policy 	X		A/I