

JOB DESCRIPTION

JOB TITLE: Fundraising and Development Officer

LOCATION: Across Derventio Housing Trust's offices and project locations

ACCOUNTABLE TO: Assistant Director Strategy

All contracts are based on a 40 hour week (pro rata + or -)

This role will require you to undertake an enhanced Disclosure and Barring Service (DBS) check and disclose information which would otherwise be considered "spent" under the provision of the Rehabilitations of Offenders Act 1974.

You must be prepared to wear an ID Badge and Security Tag.

JOB PURPOSE

To generate income for Derventio Housing Trust projects and source opportunities, particularly with corporate partnerships, working with the team. To assist with developing and maintaining external relationships and partnerships as necessary. To assist with writing funding bids and to compile and contribute to monitoring data and reports to funders.

To lead on communications with Derventio Housing Trust's donors and supporters and increase donations from individuals and companies. To lead on Derventio Housing Trust events. To contribute to all Derventio Housing Trust communications, including social media, website, press relations, internal and external reports and newsletters.

DUTIES AND RESPONSIBILITIES OF THE POST

Income generation, external relationships, monitoring and reports

1. Identify and research potential income generation opportunities, in line with the strategic objectives of the Company.
2. Assist with developing and brokering external relationships and partnerships with relevant agencies locally, regionally and nationally, attending meetings and representing the company, as required.
3. Assist in ensuring that the Company's projects meet the targets and requirements of funders and commissioners, and that reports are completed and on time.
4. Assist in developing funding and income strategies for the Company's projects.
5. Assist with production of relevant management statistical reports and quarterly/annual summaries of impact of the Company's services as required.
6. Assist with writing funding bids and tenders to secure income for the Company's projects as required.
7. Assist with planning and the vision for the Company's projects and strategically promote this with external partners and agencies.
8. Maintain an awareness of national and local policy issues and initiatives, and their implications for the Company.

Communications, events, and donors

9. Lead on communications and appeals to the Company's donors and supporters and increase donations to Company projects.
10. Lead on Company events as required.
11. Assist with the Company's internal and external communications including social media, website, press relations, internal and external reports, internal and external newsletters.
12. Maintain an awareness of best practice in communications and appeals to donors and use these to increase donations.

General

13. To adhere to the company's financial regulations, standing orders, policies and procedures, in particular: Health & Safety, Confidentiality, Data Protection, Professional Boundaries and Customer Care.
14. Attend meetings and carry out duties outside of usual office hours (i.e., evening and weekends) when necessary for the delivery of the service.

Carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post. For operational reasons, we also reserve the right to transfer you to

alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested.

DEVELOPMENT AND TRAINING

To respond positively to new and alternative systems, and undertake training and development activities as identified.

HEALTH & SAFETY

To comply with relevant health and safety legislation, policies and procedures in the performance of the duties and responsibilities of the post.

EQUALITY & DIVERSITY

To support, promote & comply with the Company's Equality & Diversity policies in the performance of the duties and responsibilities of the post.

CONFIDENTIALITY, DATA PROTECTION & GDPR

The Company requires all employees to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All employees are subject to the Data Protection Act 2018/UK GDPR and subsequent updates.

PROFESSIONAL BOUNDARIES

To comply with the Company's Professional Boundaries policy and maintain professional boundaries at all times in relation to clients/residents, employees, other organisations and people that we work with, in the performance of the duties and responsibilities of the post.

SAFEGUARDING

As part of your wider duties and responsibilities you are required to promote and actively support the Company's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone, and anyone who may be vulnerable.

AGREEMENT OF JOB DESCRIPTION

I understand and accept the job duties and responsibilities as contained in the Job Description.

Sign: _____ Date: _____