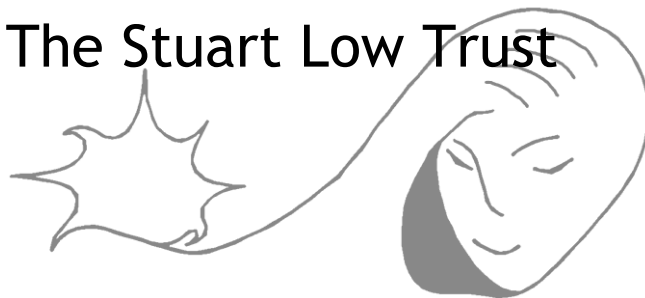




**The Queen's Award
for Voluntary Service**

The Stuart Low Trust



bringing people together for better health and wellbeing

Stuart Low Trust - Part-time Fundraiser (14 hours per week)

Reporting to: Chief Executive

Probation period: 6 months (review at 2 and 4 months)

Hours: 14 hours per week. Permanent, subject to satisfactory probation period

Salary: £30,000 per annum (pro rata)

Annual Leave: 25 days holiday per annum (pro rata) (inclusive of bank holidays)

Annual appraisal and monthly supervision with SLT's CEO

Benefits: Flexible working, Contributory Occupational Pension Scheme

Responsibilities and main tasks:

During year one you will raise £65,000 plus your own salary, ensuring continuity of SLT's present services whilst raising funds for innovative new services as set out in SLT's Business Plan. These include a mental health befriending service in partnership with another charity, and a new activity for younger people, to counteract the high suicide rate, in particular, amongst younger men.

Building on SLT'S present good relationships with funders, corporates and supporters, you will develop a fundraising strategy in line with the Business Plan. You will explore new opportunities, including grant-making trusts, statutory bodies, local business, corporates, individuals, major donors, and community events. You will recruit, manage and motivate a group of fundraising volunteers to support the work.

Job Description

- To develop a fundraising strategy in line with SLT's Business Plan and lead in organising all events.
- To increase income by targeting trusts whose criteria match SLT's aims, values, objectives and activities.
- To increase SLT's corporates/major donors and ensure they are regularly kept informed of progress.
- To inspire new supporters and maintain existing relationships to maximise the funds they raise.
- To organise community fundraising activities, e.g sponsored events, coffee morning sales etc.
- To develop, set up and implement new and imaginative fundraising activities.
- To recruit, organise, manage and motivate SLT fundraising volunteers.
- To raise awareness of SLT and its work, i.e. give presentations, seek opportunity for relevant media coverage.
- To develop appropriate web-based fundraising for SLT, i.e. merchandise sales.
- To manage database, record donor contact and keep the fundraising section of the website up to date.

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Company limited by guarantee registered in England No. 5001948
Charity Registered in England & Wales No. 1102325



- To make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.
- Participate in internal meetings and communications as appropriate.
- Represent SLT at meetings with donors and external events.
- Cover for CEO as required.
- Other tasks as SLT's CEO deems appropriate to the role.

Personal Specification

(1) Knowledge

Knowledge of fundraising best practice, the parameters of the Fundraising Regulator and General Data Protection Regulation (GDPR).	Essential
Knowledge of the components that make a successful funding application.	Essential
Educated to degree level or higher.	Essential
Fundraising Qualification.	Desirable

(2) Experience

Significant senior fundraising experience within the charity sector of attaining substantial funding income through various streams.	Essential
Proven experience in managing and engaging people, i.e. volunteers, supporters and stakeholders.	Essential
Substantial experience and demonstrable success in writing large and multi-year trust applications, with realistic, relevant budgets including full cost recovery.	Essential
Experience of implementing a fundraising strategy to match a Business Plan.	Desirable

(3) Skills

Excellent communications skills, both verbal and written, to engage support for SLT.	Essential
Excellent presentation skills which influence and inspire and persuasively explain SLT's cause.	Essential
Excellent website, social media and IT skills.	Essential
Strong interpersonal and engagement skills with ability to influence, support, motivate and build relationships.	Essential
Ability to plan effectively with excellent organisational experience.	Essential
Ability to make decisions and take the initiative, as part of managing a complex and varied workload.	Essential
Ability to work independently and work in a team.	Essential

(4) Attributes

A passion and commitment for the work of SLT, its philosophy and its values, particularly with service development and growth.	Essential
A proactive attitude, drive and enthusiasm to bring in funds for SLT.	Essential
Resilience, particularly when faced with setbacks.	Essential
Ability to work under pressure.	Essential
Ability and willingness to work flexibly so as to be available for required meetings, events and to meet deadlines, as required.	Essential
Ability to work with equal opportunity protocol, adhere to SLT's Safeguarding and Code of Conduct policies and meet confidentiality and GDPR requirements.	Essential

Please only apply if you can demonstrate meeting the above criteria in your application.

Using the Personal Specification, please clearly address each point.

30/10/2018