

Job Description - FareShare Sussex Fundraising & Communications Manager (Job Share)

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| Job Title: | Fundraising & Communications Manager |
| Reports to: | Development Manager |
| Responsible for: | Interns and volunteers |
| Location: | Moulsecoomb, Brighton |
| Hours: | Part-time (22.5 hours per week / some flexibility possible) |
| Salary: | £21,000 (£12,600 actual) |
| Term: | Permanent |

About FareShare Sussex

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Based in Moulsecoomb, Brighton, FareShare Sussex is one of 21 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. We currently deliver over 40 tonnes of food a week to over 100 service providers and charities including homeless shelters, food banks, children's centres and lunch clubs. City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex.

Main purpose of this role

This is an exciting opportunity to help FareShare Sussex to achieve its ambitious plans. Following investment at the national level through our participation within the national network of FareShare regional centres, we have recently been able to invest in our infrastructure and staff in order to grow our impact. Plans for this year include building a community kitchen on site as well as developing our employability programme to support more volunteers into employment. Both of these developments present fundraising opportunities.

We are looking for someone with fundraising expertise across one or more fundraising areas. We particularly welcome applicants with experience in Trusts and Foundations, corporates and statutory fundraising. Fundraising responsibility is also shared with the Development Manager.

We are also keen to recruit someone with a natural flair for communications who can support our communications plans. This role will be shared with the other post holder who was previously undertaking this role in a full time capacity.

Duties and responsibilities

Fundraising:

- To support the delivery of the Fundraising Strategy across funding areas to be agreed with colleagues, with a likely focus on writing proposals to trusts and foundations and preparing cases for support to corporates
- To produce timely and accurate tailored reports to funders
- To work in partnership with external organisations, businesses, agencies, local government and local third sector partners to identify and develop funding opportunities

Communications:

- To contribute to the development of our communications plans to raise the profile of the organisation and encourage support
- To produce engaging content for internal and external communications
- To represent FareShare Sussex at events and in communications including local media
- To contribute to monitoring and evaluation activities

Other

- To assist with other admin and support tasks as required

Person Specification

Essential

Experience

- Proven experience in fundraising and building relationships with donors
- Proven ability to produce strong written funding proposals

Skills, abilities and attitudes

- Excellent written communication skills, including the ability to write persuasively and for different audiences
- Ability to communicate effectively with a diverse range of people
- Excellent administrative and organisational ability
- IT literacy including word processing, spreadsheets and databases
- Strong presentation skills to promote the FareShare message to a range of audiences
- Ability to create and maintain successful working partnerships with multiple stakeholders
- Good numerical and analytical skills
- A commitment to Equal Opportunities and inclusivity
- Willingness to work flexibly including evenings and weekends
- To subscribe to the values, vision and mission of the organisation

Desirable

Experience, skills and abilities

- Experience delivering successful marketing campaigns
- Experience of working with volunteers
- A full clean driving licence

Safeguarding statement

FareShare Sussex is committed to safeguarding and protecting the adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Application Process

Please complete the application and equal opportunities forms and return them both to: recruitment@faresharesussex.org.uk before **8am Monday 3rd June**. Interviews are likely to be held on Thursday 13th June.

For an informal chat about the role, please contact Development Manager Rachel Carless on 01273 671 111 (Option 3).

Further information about FareShare Sussex can be found online at faresharesussex.org.uk.

The application pack can be accessed via <https://faresharesussex.org.uk/latest-news/>.