

Job Description - FareShare Sussex Fundraising & Communications Manager

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| Job Title: | Fundraising & Communications Manager |
| Reports to: | Development Manager |
| Responsible for: | Interns and volunteers |
| Location: | Moulsecoomb, Brighton |
| Hours: | Part-time 30 hours per week |
| Salary: | FareShare Sussex scale points C1-4 £22,604 - £24,659 FTE (Starting: £18,083 actual) |
| Term: | One year fixed term contract: with a view to extension. |

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 90 tonnes of food a month to over 150 service providers and charities including homeless shelters, food banks, children's centres and lunch clubs in Sussex and Surrey. 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 achieve its ambitious plans. Fundraising income is crucial for the organisation's success, including individual giving, events, community giving, corporate and trust fundraising. This role ensures we reach our fundraising targets. We are looking for someone with fundraising expertise across one or more of the fundraising areas. We particularly welcome applicants with experience in individual giving, community and corporate fundraising as these are likely to be the areas the post holder will lead on. Fundraising responsibility is currently shared with one other fundraising and communications manager, with whom you will work and share some responsibilities.

An important part of the role will require a natural flair for communications to develop and implement our communications plan, in particular through social media.

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 individual giving, events and community.
- To work on any area of fundraising as required by the charity as the organisation develops
- 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 develop and implement our communications plan with the support of colleagues 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 social & local media
- To oversee and make updates to website content (Wordpress)
- 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 in particular individual giving
- Experience in delivering successful social media marketing campaigns
- Wordpress website management

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 to include occasional evenings and weekends
- To subscribe to the values, vision and mission of the organisation

Desirable

Experience, skills and abilities

- Experience in corporate and events fundraising
- Proven ability to produce strong written funding proposals
- 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.

Inclusion and Diversity

FareShare Sussex strives to engage an ability based workforce which reflects the diverse nature of our local communities. The Charity is committed to equality, diversity and inclusion and it's important to us that this is reflected in the diversity of the people who work for the Charity and we welcome applications from people from all backgrounds and identities.

Application Process

Please complete the application and equal opportunities forms and return them both to: recruitment@faresharesussex.org.uk before **9am Monday 28th June 2021**. Interviews will be held on Monday 5th July. The application pack can be accessed via <https://faresharesussex.org.uk/latest-news/>.

For an informal chat about the role, please contact our **Development Manager, Kelly Dibbert** on 01273 671 111 (Option 4).

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