



Registered Charity Number: 1045429

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Mitcheldean, Glos. GL17 0DD

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Job Pack

Job Pack: Community & Events Fundraiser

Thank you for your interest in working for TIC+. The job pack consists of the following documents:

- Guidance Notes
- Job Details
- About TIC+ and the Role
- Job Description/Person Specification

The closing date for applications is
Interviews will be held on

Please return the following documents by the date stated above.

1. The completed Application Form
2. The Diversity Questionnaire

If you do not hear from us by the interview date it does mean that we have not been able to include you on our shortlist.

Completed applications should be sent to: hr@ticplus.org.uk

Guidance Notes for Applicants

Filling in the application form

- Please complete all parts of the application form. (**CVs will not be accepted in place of an application form**).
- Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the person specification.
- Give full details of your duties in your present or most recent job. This may be a voluntary role. Do not miss out experience gained in previous jobs but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work, etc.
- Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
- Check the closing date to allow time for your application to reach us.
- We suggest you keep a copy of your completed application.
- TIC+ does not usually acknowledge receipt of application forms unless specifically requested and a stamped, self-addressed envelope is enclosed. **Please note that if you have not been contacted by the advertised interview date then unfortunately you have not been successful in your application.**

Short-listing

When short-listing we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed.

Candidates with disabilities

TIC+ welcomes applications from candidates with disabilities. Please make us aware of any reasonable adjustments we may need to make for you and particularly address any special requirements you may have if you are invited for interview.

Safer Recruitment

TIC+ is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. You must be willing to undergo child protection screening appropriate to the post, including checks with past employers. You will be interviewed and assessed against the criteria set out in the job description and person specification. All employment offers are made subject to the following checks

- satisfactory references
- right to work check
- DBS check

The declaration section of the application form must be completed. TIC+ is an organisation that provides services for children young people and families and operates a Safer Recruitment Policy. You will appreciate therefore, that TIC+ must be particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve direct and indirect contact with children and vulnerable adults or supervise those who have direct or indirect contact with children or vulnerable adults, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and responsibility inherent in the post they hold, might be expected to be positively suitable to work with children and vulnerable adults. Seeking this information is not, in anyway, to reflect upon applicants' integrity but is necessary to protect the vulnerable and to assist us in making safe recruitment decisions.

Details of any criminal record must be submitted with your application form in a sealed envelope marked 'Confidential'.

Providing false information is an offence and could result in the application being rejected or summary dismissal, if the applicant is already in post, and possible referral to the police.

**We aim to make the application process as straightforward as possible. If you have any further questions regarding your application or require any further general guidance or information about TIC+ please contact HR hr@ticplus.org.uk
Completed applications should also be sent to hr@ticplus.org.uk**

Thank you for considering applying to TIC+

About TIC+

TIC+ is a charity established in 1993 serving Gloucestershire and surrounding areas. TIC+ reaches hundreds of children and young people every year as well as offering support & advice to parents & professionals. We work to ensure that every young person has easy, prompt, independent access to appropriate support according to their needs. We offer:

- Counselling - online and face-to-face for children and young people
- Family Counselling
- Parent Support
- Psycho-educational workshops for children, young people, parents & professionals

TIC+ has a home office in Mitcheldean Gloucestershire; counselling rooms and home-based staff and volunteers working across the county. We strive to ensure young people, parents and families feel accepted, safe & valued, so that they can say what's on their mind, and be really listened to without the fear of being judged. We work with young people to help them build resilience & give them strategies to cope with situations they might be facing.

Our Mission, Ethos and Values:

TIC+ is a Christian led charity that is not affiliated to any particular denomination, church or group. We provide services to anyone of any faith or none and we employ staff from any faith or none. As an organisation we believe that the Christian faith provides the foundation and motivation for the work of the charity and is the reason why we do what we do. Our mission *to improve, preserve and promote good mental health and wellbeing amongst children, young people and families* is borne from Jesus' words; *"I have come that they may have life, and have it to the full."* John 10:10.

An outworking of our Christian ethos means that we expect all representatives of the charity to treat everyone equally, with care and respect regardless of their race, gender, religion, sexual orientation, ethnic background, beliefs, status, ability or class. The ethos is given life through our relationships; the way we work together and behave with one another and those we serve, are a demonstration and authentication of our ethos.

Job Detail

Job Title: **Community & Events Fundraiser**

Rate of pay: £24,000-£26,000 per annum, Depending on Experience

Managed by: Head of Fundraising & Communications

Place of Work: TIC+, Vantage Point Business Village, Mitcheldean, Gloucestershire, GL17 0DD. You may also be required to attend external events and meetings, TIC+ meetings and training related to the post at various locations across Gloucestershire as required. You will not be required to work outside the UK.

Hours of Work: **Minimum** 21 hours/ week. We are flexible around how the part-time week could be structured.

Contract: Permanent (subject to funding)

Holiday: 5.6 weeks a year (inclusive of bank holidays) pro rata for part-time employees. In addition to this entitlement, we have a shut down between Christmas Eve and New Year's Day. TIC+ gift's all non-Bank Holiday days to employees, so that these do not need to be taken as part of your annual leave allowance.

Terms: There will be a six-month probationary period where the successful candidate's suitability for the role will be assessed.

Job purpose: Due to the growth of the organisation an opportunity has arisen for the appointment of an experienced **Community & Events Fundraiser** to join our small but passionate, dedicated and professional fundraising team based at our Head Office in Mitcheldean.

As the Community & Events Fundraiser your responsibilities will include generating fundraising income by engaging the local community through a varied programme of relationship focussed activities, events, campaigns and products. We are looking for a passionate and enthusiastic individual with the drive and determination to support the rest of the team to deliver success, both through income growth and excellent donor stewardship. The successful candidate will be expected to generate income by engaging with the local community, supporters and donors and effectively stewarding them to support TIC+.

Job Title:	Community & Events Fundraiser
Responsible to:	Head of Fundraising & Communications
Job Purpose:	<p>Due to the growth of the organisation an opportunity has arisen for the appointment of an experienced Community & Events Fundraiser to join our passionate, dedicated and professional team based at our Head Office in Mitcheldean.</p> <p>The role involves supporting the Head of Fundraising & Communications to generate income and achieve targets in line with the FME Strategy, in particular the community and events business plan. This will be achieved through a variety of fundraising methods and relationships within the community.</p> <p>You will be responsible for building and developing existing and new partnerships with community organisations and individuals to deliver agreed objectives, retain our current supporters, maximise their support, and proactively seek new relationships to increase awareness and raise income across all community and events income streams.</p> <p>You will engage in a wide range of fundraising activities; including collections, sponsored and ticketed events, creating and supporting fundraising groups, as well as supporting groups and individuals organising events and activities on behalf of TIC+.</p> <p>You will be a confident and friendly professional with excellent communication skills who has a proven track record of fundraising and project management in a charity setting, and who can prioritise relationships within the community and with donors to create long-term mutually beneficial relationships to the benefit of the charity.</p> <p>Candidates will need to have a driving license and access to their own vehicle to travel throughout Gloucestershire.</p>
Main Duties:	<ul style="list-style-type: none"> • To generate income and raise the profile of TIC+ by organising and marketing mass participation events as well as an agreed third-party event and activity programme. • To engage with supporters and event participants, developing long term fundraising relationships by providing gold standard donor and supporter stewardship in order to maximise income opportunities. • Work with the Head of Fundraising & Communications to develop and implement the Community & Events Fundraising Strategy through effective local area planning and identification of key audiences. • Achieve an agreed income target and seek out opportunities to develop new relationships, events, initiatives and toolkits to exceed those targets where possible. • To report on budgets and areas of activity for Community and Events fundraising, taking action to rectify any variances. • Grow our supporter base and ensure that all contacts and communications are recorded in a compliant manner on the TIC+ CRM fundraising database, establishing excellent record keeping so that contact with supporters/event participants is appropriate.

	<ul style="list-style-type: none"> • Develop and manage a team of regional fundraising ambassadors and district teams, leading and training them to work independently to fundraise for and promote TIC+, adhering to appropriate, agreed behaviours. • Create a supportive and inclusive environment that allows for positive, lasting relationships to be built from the start with external contacts new to the charity. • Ability to prepare presentations and other literature using PowerPoint or other packages, and use these to undertake presentations to external groups/companies or contacts. • Proactively use the appropriate marketing and social media platforms to build the profile of Community and Events Fundraising at TIC+. Work with Communications & Marketing Assistant or external agencies (where appropriate) to achieve this. • Produce robust event and campaign reports and evaluations to inform future strategies, identify areas for improvement and recommendations. • Seek out stories and case studies to use in campaigns by developing relationships with clinical colleagues to identify ambassadors who will share their experiences, ensuring a sensitive and compassionate approach.
General duties	<p>The post holder will be expected to:</p> <ul style="list-style-type: none"> • work in accordance with the aims of TIC+. • support the Christian ethos of the charity. • observe and act in accordance with the policy and procedures set out by the trustees and directors of the charity this includes but is not restricted to the following policies: <ul style="list-style-type: none"> ○ TIC+ Safeguarding Vulnerable Adults and Children and Young People ○ TIC+ Data Protection & Information Governance & IT Governance ○ TIC+ Equal Opportunity/Anti-oppressive/Anti-discriminatory. • assist with any other reasonable duties at the request of the line manager for the post. • engage in regular line management 1-1s, supervision, staff meetings and recognise the importance of each.

Person Specification:

We are looking for an experienced fundraiser with a lively, positive and energetic outlook who has excellent communication and presentation skills, and will use these skills to offer gold standard supporter experiences. It is essential that you are able to manage a complex and demanding workload through great planning and organisational skills, as no two days will be the same in this rewarding role. We are looking for someone with all-round fundraising skills, knowledge of databases, and previous experience of marketing events or campaigns (including using digital and social media). We are also looking for someone who has previous experience of managing and leading teams.

The person appointed will be expected to have the key essential skills and attributes listed below. The items under the heading 'desirable attributes' will also be useful. However, candidates who do not have these desirable attributes should not be deterred from submitting an application as relevant support/training can be made available for the right person.

Selection Criteria	Method of Assessment	Essential	Desirable
1. Training, Qualifications and Experience			
The successful candidate will have:			
1.1 a recognised qualification in a fundraising related discipline.	<ul style="list-style-type: none"> ▪ Application form 		√
1.2 experience of working within a charity and fundraising environment.	<ul style="list-style-type: none"> ▪ Application form 	√	
1.3 experience of leading and managing teams / volunteers.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 		√
2. Knowledge			
The successful candidate will be able to demonstrate an awareness of:			
2.1 the Code of Fundraising Practice and fundraising regulations as outlined by the Fundraising Regulator.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	
2.2 the General Data Protection Regulation GDPR and the principles of confidentiality and sharing information.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	
2.3			
2.2 equal opportunities and anti-discrimination practices.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	
3. Ability			

The successful candidate will be able to:			
3.1 demonstrate a high degree of competency and confidence in the use of IT systems and software packages e.g. Microsoft Word, Excel, PowerPoint etc. navigation of the web, internet and intranet use, email etc.	<ul style="list-style-type: none"> ▪ Application form ▪ Demonstration at Interview 	√	
3.2 demonstrate a high degree of competency and accuracy in working with databases/CRMs on a daily basis to track activity, steward donors and maintain up to date records.	<ul style="list-style-type: none"> ▪ Application form ▪ Demonstration at Interview 	√	
4. Communication Skills			
The successful candidate will be able to:			
4.1 demonstrate a high degree of competency in written and verbal communication skills, and numeracy.	<ul style="list-style-type: none"> ▪ Application form ▪ Demonstration at Interview 	√	
4.2 understand the role of social media and be confident in using it in a fundraising capacity.	<ul style="list-style-type: none"> ▪ 		√
5. Personal Attributes			
The successful candidate will demonstrate:			
5.1 a passion for the mission of the charity – “to improve, preserve and promote good mental health and wellbeing among children, young people and families.”	<ul style="list-style-type: none"> ▪ Application form and Interview 	√	
5.2 a high level of attention to detail.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	
5.3 a high level of analytical skills.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	
5.4 a high level of personal integrity and confidentiality.	<ul style="list-style-type: none"> ▪ Application form 	√	
5.5 the ability to plan, organise and prioritise workload and manage time effectively.	<ul style="list-style-type: none"> ▪ Application form 	√	
5.6 a willingness to learn.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	
5.7 the ability to work under pressure.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	
5.8 the ability to embrace change well.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	

5.9 the ability to both work independently and collaboratively.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	
6. Commitment			
The successful candidate should be able to demonstrate commitment to:			
6.1 support the Christian ethos of the charity.	<ul style="list-style-type: none"> ▪ Application form 	√	
6.2 To attend: <ul style="list-style-type: none"> • office Staff Team meetings on a regular basis. • regular 1-1 sessions with your line manager. 	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	√	