

Job Description

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| Post Title | Area Fundraiser |
| Responsible to | Founder and Chief Executive |
| Responsible for | Raising awareness and the profile of Adventure Therapy in the community by creating and developing successful relationships with individuals, businesses, organisations, volunteers and through key events. In addition to stewardship the postholder will also need to manage expenditure. |
| Location | Homebased within Devon |
| Contract Type | Fixed term for 2 years, with the expectation the role will become permanent following this period, subject to targets being met. |
| Salary | £25,806 - £28,181 FTE (£15,693 - £16,052 actual during initial fixed term period) |
| Hours of work | 22.5 per week (3 days) |
| Closing date | 26 November 2021 |
| Interview date | TBC |

Adventure Therapy exists to improve the emotional and physical wellbeing of children and adults with unique health conditions, impairments or limitations through outdoor and adventure-led activities.

We support people with mental health conditions, learning disability, physical disability, life-limiting illnesses and life-changing conditions. We make a positive difference in challenging and complex lives.

In the UK we are in the middle of a mental health crisis and we are receiving an increasing number of referrals to our service. Fundraising will be instrumental in helping us to deliver our activities, whilst raising awareness and support for our cause. Would you like to be part of Adventure Therapy?

We are looking for an area fundraiser who can grow and develop support for our charity in Devon. We need you to be full of ideas, resilient and passionate about our mission.

We need you to change lives through adventure.

**Making
Life Great
Outdoors**



Job Description

What you can expect

This is an exciting opportunity to make a real difference to children and adults with unique health conditions, impairments or limitations in Devon, Cornwall and Somerset. You will not be tied to a financial target in the first six months of your role and instead you will focus on creating and developing long-term relationships in the community. This is a homebased role, so we need someone who is a self-starter, organised and efficient. We need someone who is creative, enthusiastic, used to working on their own initiative and incredibly motivated. You will be someone who is resourceful, inspiring and happy to work in a diverse environment. You will be ready to give our supporters the best experience of Adventure Therapy and prepared to raise funds from a range of sources.

It is vital that you understand the role will include some unsocial hours, including evenings and weekends.

We offer a 6% employers contribution into a pension scheme and 25 days holiday (FTE), 15 days actual plus bank holidays in year one, rising to 30 days holiday (FTE), 18 days actual plus bank holidays in year two and subsequent years.

Fundraiser Requirements

You need to be an exceptional communicator and confident in talking to supporters over the phone, through virtual meetings (such as Zoom or Microsoft Teams) and face to face. You will provide presentations to community groups, organisations and businesses. We will provide training on what to say, but you will need to be confident and whilst not essential, ideally, you will have experience of presenting. You will be the face of Adventure Therapy in the community and to support you in your role, you will recruit and manage volunteers. If you don't have experience of managing volunteers we can teach you, but it is vital that you have an understanding and appreciation of the incredible value that volunteers bring to Adventure Therapy, inspiring and motivating them to support us over the long-term.

Your Next Steps

If you would like to apply for this role, we will be delighted to receive your application at www.adventuretherapy.org.uk/get-involved/jobs. It won't take long to complete and your application remains completely anonymous until you submit it.

There are various steps in the application process where you will have the opportunity to tell us about yourself, your past experiences and why you want to be part of our team.

To complete our online application and so that we can contact you during the recruitment process, you will need a valid email address. If you are unable to complete the online application, please write a covering letter addressed to Rob Emery, our Founder and CEO, outlining why you would be the ideal person for this role, including your CV.



Registered Charity Number 1173646

Job Description

1. Duties and Key Responsibilities

- 1.1 To develop, manage and deliver a successful fundraising strategy for the designated area.
- 1.2 To manage all aspects of community, business and event fundraising throughout the designated area, in line with Adventure Therapy's overall fundraising strategy.
- 1.3 To ensure income from all potential sources within the area is maximised.
- 1.4 To manage your workload in a cost-effective, efficient and proactive way.
- 1.5 To proactively seek new fundraising opportunities through individual supporters, community groups, events and businesses.
- 1.6 To support and encourage volunteers and to manage volunteers and volunteer groups in your area.
- 1.7 To work under your own initiative, referring to line manager when appropriate.
- 1.8 To provide guidance, advice and support to individuals and organisations fundraising for Adventure Therapy.
- 1.9 To promote the work of Adventure Therapy through public speaking and presentations.
- 1.10 To manage and participate in fundraising events and third party activities as required.
- 1.11 To maintain excellent links with local media to maximise awareness of Adventure Therapy across the region.
- 1.12 Participate in project work and working groups to improve policies and processes.

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2. Finance and Administration

- 2.1 To ensure the effectiveness of administrative systems and procedures, including the maintenance of records, the receipt and expenditure of funds and the development of the Adventure Therapy database system.
- 2.2 To adhere to Adventure Therapy's financial systems and Charity Commission regulations.

3. Additional tasks

- 3.1 To carry out risk assessments where necessary (for example at Adventure Therapy activities or events).
- 3.2 To maintain up to date knowledge of changes in legislation affecting charities and carry out fundraising activities in line with the Fundraising Regulator's Code of Fundraising Practice.
- 3.3 To ensure that a positive and professional image of Adventure Therapy is maintained at all times.
- 3.4 To contribute to other activities undertaken by Adventure Therapy under the direction of your line manager.
- 3.5 To contribute to organisational effectiveness through positive team working.
- 3.6 To attend a minimum of one activity session per month to maintain an understanding and first-hand experience of the work that we do in the community. This will help you to explain our activities, talk about the difference we make to the children and adults we support and why we need to raise vital funds.

4. Organisational Responsibilities

- 4.1 Adventure Therapy expects its employees to maintain the highest standards of behaviour in carrying out their role and responsibilities, which are in accordance with legislative requirements. Adventure Therapy employees are expected to act fairly, respectfully and with consideration, treating others as we would wish to be treated ourselves whilst upholding Adventure Therapy's values, ethos and behaviours at all times.
- 4.2 To be responsible for ensuring compliance with Adventure Therapy policies, procedures and contractual requirements.
- 4.3 To comply with Adventure Therapy's Equal Opportunities Policy.

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- 4.4 To ensure the safeguarding of children and vulnerable adults at all times. All Adventure Therapy staff must be familiar with and adhere to our safeguarding children and vulnerable adults policies. To be familiar with your role and responsibility around safeguarding children and vulnerable adults and to ensure that you have completed training, as required.
- 4.5 To update and maintain your knowledge of safety rules and regulations which may include (but are not limited to) fire drills, internal security and accident procedures and adhere to these at all times. To be aware of the safety needs of children, vulnerable adults and families and other employees or volunteers and adopt a preventative safety approach at all times. To report all accidents and incidents accurately and promptly to the appropriate responsible person.
- 4.6 To be aware of the responsibilities placed on you under the Health and Safety and Work Act (1974) and any subsequent relevant legislation. To follow these in full at all times and ensure they act in line with all agreed procedures in order to maintain a safe environment and identify potential risks for all employees, volunteers, service users and any organisation or business may work with, taking action as and when required.
- 4.7 To comply with Data Protection regulations, recognising GDPR directives. To maintain confidentiality of information about our service users (which include children and vulnerable adults), their families, our staff and volunteers and any other organisation or business we may work with. To meet the requirements of the Data Protection Act (2018), as well as comply with all Adventure Therapy Information Governance and internal data protection policies.
- 4.8 To maintain personal and professional development as appropriate, to meet the changing demands of the role. To participate in an annual appraisal, meetings and appropriate training activities as required whilst encouraging and supporting staff development and training. To attend mandatory meetings and training.
- 4.9 To champion the needs of people affected by mental health conditions, learning disability, physical disability, life-limiting illnesses and life changing conditions, working in a manner that facilitates inclusion and collaboration, within and beyond the charity.
- 4.10 To comply with infection control guidelines to ensure that work methods do not constitute a risk of infection to our service users and their families, colleagues, volunteers or any other organisation or business we may work with.
- 4.11 To take responsibility for your own emotional wellbeing, taking steps to maintain a good balance between work and home life and to be aware of the importance of maintaining professional boundaries.
- 4.12 To be aware of the need to use all resources of Adventure Therapy effectively and to meet the needs of our service users whilst maintaining a cost-conscious approach to avoid a wasteful use of charity funds.

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5. Working Arrangements

5.1 Normal hours of work are from 9:00 a.m. to 5:00 p.m. Monday to Wednesday or by agreement, other days can be discussed if preferable. You are required to work additional hours as necessary which will include unsocial hours outside the above times, which may include evening and weekend work. You will be expected to be flexible with your time during a working week to keep TOIL to a minimum.

6. Note

- 6.1 This job description is subject to the Terms and Conditions of Adventure Therapy and the postholder will undertake any other duties which may be required from time to time.
- 6.2 The above outlines the duties required at the present time to indicate the level of responsibility for the role. It is not a comprehensive or exclusive list. Duties, which do not change the general character of the job or the level of responsibility entailed, may be varied from time to time.
- 6.3 This job description will be reviewed in line with the developing needs of the organisation but any amendments made will follow consultation with the postholder.
- 6.4 This post is subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS). For further information on the charity's criminal records check policy email recruitment@adventuretherapy.org.uk.

7. Job Description Agreement

7.1 Job Holder's Signature Date

7.2 Line Manager's Signature Date

5 Seaview Estate
Ilfracombe
Devon EX34 9PP

01271 865285
enquiries@adventuretherapy.org.uk
www.adventuretherapy.org.uk

Person Specification

The following requirements are essential unless marked with an * when they are desirable and will be assessed from a combination of information provided from the application form and interview process.

Education and qualifications

Assessment Method

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| • Four GCSE's (Grade C or above) or equivalent or demonstrable literacy and numeracy | AF |
| • Educated to A level standard or equivalent* | AF |
| • Relevant qualifications (e.g. Certificate in Fundraising)* | AF |
| • Member of the Institute of Fundraising* | AF |

Knowledge, skills, personal attributes and experience

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|---|-----------|
| • Experience of working in a fundraising role or ability to demonstrate transferable skills | AF, IN |
| • Experience of working with volunteers* | AF, IN |
| • Good understanding of budgeting and financial management | AF, IN |
| • Proven track record in achieving financial and non-financial targets | AF, IN |
| • Knowledge of the principles of good donor management and/or customer care | AF, IN |
| • Proven track record in fundraising or understanding of fundraising techniques | AF, IN |
| • Able to work on own initiative | IN, P, R |
| • Able to analyse information and make objective decisions based on the outcomes | AF, IN |
| • Excellent negotiating and influencing skills | AF, IN |
| • Ability to develop and motivate individuals and groups of volunteers | AF, IN |
| • Strong team worker, leadership and interpersonal skills | AF, IN |
| • Excellent time management skills | IN, R |
| • Excellent verbal, written and presentation skills | AF, IN, P |
| • Good working knowledge of Microsoft Office and CRM databases | AF, IN |
| • Ambitious, innovative, self-motivated and target driven | IN |
| • Ability to show empathy for people with unique health conditions, impairments or limitations | AF, IN |
| • Trustworthy, patient and a good relationship builder | AF, IN |
| • Enjoys working as part of a team | IN |
| • Ability to work remotely and independently including evenings and weekends | AF, IN |
| • Holds a current UK Driving Licence | AF |
| • Ability to travel independently across an extensive area which may include occasional overnight stays | AF, IN |

Assessment Methods: AF = Application Form, IN = Interview, P = Presentation, R = References