

Thames Chase Trust



Role Profile for the post of Fundraising Officer

ACCOUNTABLE TO: The Board of Trustees, Thames Chase Trust
LOCATION: The Forest Centre, Pike Lane, Upminster & Home Working
CONTRACT: Fixed Term (TBC) and up to 15 hours a week

Summary of job role

Thames Chase Forest covers 40 square miles of countryside around the London/Essex borders.

Thames Chase Community Forest encompasses countryside in Barking and Dagenham, Brentwood, Havering, Thurrock and Essex. Within its boundaries there has been a concerted effort, over the last 28 years to re-generate despoiled landscape and enhance the natural environment for the benefit of local people and wildlife.

The Thames Chase Trust aims to make the Thames Chase Community Forest an inspirational example of landscape regeneration through cost effective environmental improvements that changes lives and demonstrates these values through exemplar community led management at the Thames Chase Forest Centre.

This is a key role at the Trust and the post holder will have the opportunity to use their existing experience and skills to really shape the fundraising activities of the Community Forest.

Working closely with the TC Trustees and volunteers, the post holder will:

Identify and secure new sources of funding whilst maintaining existing streams

Manage the TC grants data base to inform and advise staff on availability and timeframes of possible funding applications.

Support improvements in financial results and driving through the fundraising activities of the Trust

KEY AREAS OF RESPONSIBILITY

I. Income generation

Managing and developing TC's current portfolio of supporters, whilst researching and developing new potential income streams.

Researching and developing new income streams/ assessing and developing potential new fundraising products and activities.

Building on TC event offering, including identifying and recruit participants

Delivering excellent supporter care to maximise fundraising, Gift Aid income and repeat participation, including enquirer conversion calling and regular phone contact to build relationships, provide fundraising guidance.

Converting visitor centre users to active supporters/donors

Developing a strategy to utilise the visitor centre facilities to generate income, assisting the Forest Centre Manager to significantly increasing the use of available spaces and facilities for room hire and event revenues

Attributes

A strong interest in the natural environment

Experience of generating income through community and individual fundraising by writing large and small scale applications.

Experience of building relationships with local businesses, community groups and other stakeholders to achieve financial goals

Experience of working with volunteers

Confident with strong organisational and planning skills

A team player with the ability to prioritise own work and meet deadlines

Good communication skills, both verbal and written- ability to communicate effectively with internal and external stakeholders at all levels, and in a variety of situations, explaining complex information in a simple easily digestible way