**Thames Chase Trust**



 **Fundraising and Engagement Officer**

 Salary: £27,000pa

 Contract: permanent, full time (37.5hrs per week)

 Location: The Forest Centre, Upminster

The Thames Chase Community Forest covers 40 square miles of countryside around the London/Essex borders and encompasses countryside in Barking and Dagenham, Brentwood, Havering, Thurrock and Essex. Within its boundaries there has been a concerted effort, and success, 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 our Community Forest an inspirational example of landscape regeneration through cost effective environmental improvements that change lives and that demonstrates the values outlined in the Thames Chase Plan through exemplar community led management of the Forest and in our Forest Centre.

 **The role:**

 To enable us to further and broaden our work, we are seeking a skilled and dynamic **Fundraising and Engagement Officer** to help grow the Trust’s voluntary income and its partner and supporter base.

 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 and engagement activities of the Community Forest. This is not ‘just’ an office job. The successful applicant will be just as comfortable rolling up their sleeves and helping out onsite at events as they will be at delivering community fundraising and marketing campaigns.

 Working at the Thames Chase Trust’s busy Visitor Centre, the post holder will need to be prepared for weekend working, as part of a duty rota and be a Key Holder for the site in order to support trustees, the small staff team and volunteers to:

* Deliver the stretching ambitions for the Thames Chase Trust through managing the digital and media operations, its presentation and maintenance and with accountability for key outcomes relating to interpretation and publicity of the Community Forest.
* Maximise the influence and reputation of the Thames Chase Trust by raising its profile in the media, the local community and other environmental groups.
* Support improvements in financial results and driving through the fundraising and marketing activities of the Trust
* Ensure that Thames Chase projects have maximum opportunities for business growth through the introduction of new initiatives, effective publicity and marketing campaigns and associated events and functions.
* Use the Visitor Centre as the information hub for the Community Forest and the work of the Thames Chase Trust and to promote the objectives of the Thames Chase Plan.

Person specification

* Specific experience of fundraising in the charity sector with solid record of achievement
* Competency in using various forms of digital media to help successfully develop stakeholder engagement and e-fundraising
* Ability to create ideas and initiatives then present and implement them
* All-rounder type attitude in having the drive and ability to contribute in other areas
* Team-player type work ethic

To apply, email a CV and covering letter to mary.wright@thameschase.org.uk by midnight on Monday 28th January.

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