



**THE CARERS CENTRE FOR BRIGHTON AND HOVE**  
**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Fundraising and Communications Manager</b>
<b>Contract:</b>	<b>24 months fixed-term (followed by review and possible extension)</b>
<b>Hours of Work:</b>	<b>30 hours (4 days) per week</b> <b>Occasional evening and weekend work may be required</b>
<b>Basic Salary:</b>	<b>£24,000 - £25,000 p.a. (pro rata)</b>
<b>On Target Earnings:</b>	<b>Up to £2,400 p.a. (assessed annually as part of appraisal process)</b>
<b>Probationary period:</b>	<b>6 Months</b>
<b>Responsible to:</b>	<b>CEO</b>
<b>Accountable to:</b>	<b>Board of Trustees</b>
<b>Leave Entitlement:</b>	<b>25 Days plus Public Holidays and 3 additional Christmas office closure days (pro rata for part time posts)</b>
<b>Pension</b>	<b>Auto Enrolment Pension Scheme</b>

**Location:**

The post holder will be primarily based at the Carers Centre, but some homeworking will be negotiable. There will be occasional need to work evenings and weekends.

**About The Carers Centre:**

The successful applicant will be joining a motivated and inclusive team that supports unpaid family/friend carers in Brighton & Hove. We define carers as someone who is impacted by the health condition of a friend or family member. Emotional and/or physical support may be provided to someone because of a long-term illness, physical disability, mental health condition or as a result of substance misuse.

***OUR VISION***

An improved quality of life for carers in Brighton & Hove

***OUR MISSION***

To make a positive difference to the lives of carers by encouraging a wider recognition of their caring role; enabling them to fulfil their own needs as individuals and offering them appropriate support

**1. Key Tasks**

- To develop bespoke funding proposals and applications to charitable trusts/foundations and other potential sponsors/income sources
- To achieve Fundraising Strategy targets which will result in On Target Earnings - £1,200 p.a. performance-based and £1,200 p.a. revenue-based.

- To develop engagement with community stakeholders, supporting them to get involved in fundraising activities
- To foster rapport and develop relationships with new and existing funders including a system of providing thanks and feedback
- To undertake research into potential new revenue streams, thereby working towards income diversification
- To increase awareness of unpaid carers and their need for support in Brighton & Hove
- To promote The Carers Centre as an organisation, presenting a clear message to stakeholders and the wider public about its purpose
- To monitor and review funding progress against the organisational Fundraising Strategy through written reports and the use of other media
- To contribute to the development of services for carers in Brighton & Hove

**2. Additional Tasks:**

- Keep abreast of local and national developments affecting carers, including legislation, social care, health services and reports that strengthen funding proposals
- To maintain professional boundaries and standards of service in accordance with Carers Centre policies and national guidance
- To undertake day to day administration tasks
- To take part in team meetings as appropriate
- To participate in supervision and training in order to ensure professional operation of the service
- To work in accordance with the policies, procedures and values of the Carers Centre, especially Confidentiality, Safeguarding, Child Protection, Equal Opportunities and Health & Safety
- To carry out other duties appropriate to the role and responsibilities as may be delegated by the CEO of the Carers Centre

This Job description refers to the duties of the post at the current time. Such duties may vary from time to time, without changing the general nature of the duties or the level of responsibilities of the post. Such variations cannot of themselves justify a re-grading of the post.

**THE CARERS CENTRE FOR BRIGHTON & HOVE  
PERSON SPECIFICATION**

**FUNDRAISING AND COMMUNICATIONS MANAGER**

<b>Essential:</b>	<b>How demonstrated:</b>
1. Experience of fundraising across several income generation areas e.g. events, corporate, legacies, grants/trusts etc	Application form and interview
2. Excellent interpersonal and communication skills with experience engaging a variety of stakeholders such as grass roots supporters and senior professionals	Application form, presentation and interview
3. Understanding of how to develop, maintain and innovate internal and external communication and marketing channels including websites and social media	Application form, presentation and interview

platforms for fundraising and communications.	
4. Experience of working with diverse communities and an understanding of the principles of Equal Opportunities	Application form and interview
5. Good literacy, numeracy and IT skills (including databases, spreadsheets and written reports/funding bids)	Application form and interview
6. Ability to work as part of a team as well as alone	Application form and interview
7. Able to demonstrate initiative and time manage a complex & demanding workload	Application form and interview
8. Understanding of the impact of caring responsibilities	Application form, presentation and interview
9. Commitment to the purpose and values of The Carers Centre for Brighton & Hove	Application form, presentation and interview
<b>Desirable:</b>	
10. Fundraising and/or media and communications Qualification	Application Form
11. Knowledge and experience of organising and running awareness training to promote a charity	Application form, presentation and interview
12. Evidenced experience of managing relationships with high worth individual or corporate donors.	Application form and interview
13. Experience of managing staff and/or volunteers	Application form and interview