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**Brighton & Hove LGBT Switchboard is currently recruiting a:**

**Community Fundraiser**

**(on a self-employed, temporary basis)**

**£140 per day x 35 days (Jan – June/July 2015)**

Brighton & Hove LGBT Switchboard is celebrating its 40th Anniversary in April 2015. As such, we are planning a number of events over the year to raise the charity’s profile in Brighton & Hove and to raise funds in order to continue our vital work.

We are looking for an experienced, dynamic and creative Community Fundraiser to take responsibility for organising fundraising activities according to an existing plan and targets; to plan and implement new activities successfully; and to support volunteers to organise events – all within an agreed budget.

The Community Fundraiser will be engaged on a **self-employed basis for 35 days**, to be worked as required in order to organise events **between January and June/July 2015**. There may be a possibility of extension if the role proves successful. The post holder will be required to work flexibly and largely from home, including some work outside office hours.

**Key duties and responsibilities:**

* To work closely with Switchboard’s Interim Director and Management Committee to help raise £50k+ of unrestricted income during 2015 via community fundraising
* To be responsible for identifying and implementing fundraising opportunities around Switchboard’s 40th anniversary celebrations
* To organise a large challenge event which has already been booked for early May 2015, including finding venue, recruiting participants and organising the logistics of the event
* To recruit and support members of the local community / local businesses / volunteers who want to organise their own fundraising events for Switchboard
* To support Switchboard’s entry in the 2015 Brighton Marathon, including recruiting and coordinating runners
* To successfully market fundraising events using Switchboard’s social media, contact lists, and local LGBT networks
* To work with the Interim Director to ensure that community fundraising activity is integrated with other fundraising and provide assistance for individual and corporate giving when required.

**Person specification:**

|  |  |
| --- | --- |
| **Experience** | **Essential or Desirable** |
| * Experience of raising income by organising successful fundraising events, including larger challenge events and parties/ dinners, as well as smaller volunteer-led events
 | E |
| * Experience of recruiting and involving individual supporters and volunteers in fundraising activities
 | E |
| * Experience of using online and offline me thods to publicise fundraising activities, enthuse the community and secure support
 | E |
| * Experience of securing sponsorship from businesses for fundraising events
 | E |
| * Experience of recruiting and coordinating runners for major races, including Marathons
 | D |
| * Experience of fundraising around special events e.g. an anniversary
 | D |
| * Experience of securing high profile support, including recruiting and working with major donors and patrons
 | D |
| * Experience of other types of fundraising, especially individual and corporate giving
 | D |
| **Knowledge**  |  |
| * Understanding of the issues affecting lesbian, gay, bisexual and trans\* people who live, work, and socialise in Brighton & Hove and the value of an LGBT support organisation such as Switchboard
 | E |
| * Understanding of a range of community fundraising techniques, and the role community fundraising plays within a wider fundraising approach
 | E |
| * Understanding the role of social media in fundraising
 | E |
| * Knowledge of the LGBT community in Brighton & Hove, including LGBT businesses and social groups
 | D |
| * Knowledge of the wider community sector in Brighton & Hove
 | D |
| **Skills and Abilities** |  |
| * Very good project management skills, including the ability to work to a project plan, prioritise, and work to targets and deadlines
 | E |
| * The ability to work autonomously and to manage risk effectively, and to refer to a manager promptly when necessary
 | E |
| * Excellent communication, networking and relationship-building skills
 | E |
| * Able to develop and communicate a compelling case for support; able to enthuse and motivate people to participate and give
 | E |
| * Good writing skills, able to produce creative and accurate publicity
 | E |
| * Good IT skills including MS Office, internet and social media
 | E |
| * Public speaking ability
 | D |

The successful candidate will be subject to an enhanced DBS check.

**How to apply:**

Complete the application form, showing how you meet the Person Specification above, and return by email to maria.antoniou@switchboard.org.uk by **9am on Wednesday 10th December 2014.**

**Interviews will be held on the morning of 17th December 2014.**

Please return the equalities monitoring form separately by post to:

**Lesley Whittal**

**Finance & Admin Officer**

**Brighton & Hove LGBT Switchboard**

Community Base

113 Queens Road

Brighton

BN1 3XG