

## COMMUNITY & EVENTS FUNDRAISER

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**Location:**

Chichester / Hybrid

**Salary:**

£28,000 - £32,000 FTE depending on experience  
(£16,800 - £19,200 pro rata)  
18 Month contract

**Hours:**

22.5 hours per week  
(3 days or spread over 4 or 5 days)

We offer flexible and hybrid working.  
Our team work a minimum of 50% of their time in our  
Chichester office, including Tuesdays.

**Reports to:**

Fundraising Manager

### WHAT WE OFFER

25 days annual leave, plus  
Bank Holidays. An additional  
day of leave is granted for  
each full year of service, up to  
a maximum of 33 days.  
(For part-time employees,  
leave is calculated on a  
pro-rata basis).

Excellent pension scheme  
with employer contributions  
up to 10%

Life assurance

Generous maternity &  
paternity leave

Cycle to work scheme

## HOW TO APPLY

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**Closing date for applications:** 11.30pm, Sunday 14th September

First interviews to be held on Thursday 18th or Friday 19th September.

Second interviews in the week of the 29th September.

To apply, please email Emily Dadson at [jobs@childrenontheedge.org](mailto:jobs@childrenontheedge.org) with two PDF attachments;

- 1 - your CV (include contact details of two referees - they will only be contacted if the job is offered)
- 2 - your supporting statement.

In your supporting statement please respond to the following questions:

- a. Using examples, and based on the role description and 'essential to have' attributes and skills outlined in the Job Pack, tell us why you would be brilliant in this role at Children on the Edge.
- b. What motivates you to apply for a role with Children on the Edge?

If you would like to discuss the role, please contact our Fundraising Manager, Eloise Armstrong on 01243 530538 ext 203 or by email at [eloisearmstrong@childrenontheedge.org](mailto:eloisearmstrong@childrenontheedge.org).

# COMMUNITY & EVENTS FUNDRAISER



Children on the Edge is a child rights organisation that works hand-in-hand with communities to support some of the world's most marginalised children, in some of the toughest situations. We currently work with children in Bangladesh, India, Uganda, Myanmar and Afghanistan. Our fundraising and communications teams are crucial in helping us connect with new and existing donors in the UK and internationally; to raise over £1.6m each year.

## THE ROLE

The purpose of the role is to manage and support key relationships with supporters across events, schools, community groups and faith groups, in order to ensure sustained vital funding for Children on the Edge's programmes. You will have the opportunity to make a tangible difference to the lives of marginalised children.

You will engage with a variety of fundraisers across the UK and locally; from schools, sports clubs, WIs, to challenge events runners and more - stewarding them and making sure their efforts are celebrated and thanked. As part of the wider fundraising team, this role contributes to a whole team approach to raise over £1.6m each year.

## OUR VALUES

**AUTHENTICITY | COLLABORATION | COURAGE  
CREATIVITY | DIGNITY | HUMILITY | KINDNESS**

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## WHAT YOU WILL DO IN THE ROLE

This role is all about building great relationships with our supporters, recognising their achievements and helping them to maximise fundraising opportunities. Your responsibilities are across four areas of fundraising:

### **Challenge Events (30% of your time)**

- Lead and deliver Children on the Edge's participation in the London Marathon and London Landmarks.
- Train and support Children on the Edge's local volunteers to help run creative cheer points and welcome stations at the finish line.
- Manage the recruitment, selection, and stewardship of 17 runners across these two events.
- Support all fundraisers to maximise their fundraising to help meet and exceed the event's targets.
- Guide and advise participants in how they fundraise, in line with the Fundraising Regulator and charity law.

### **Community Groups and Schools (20% of your time)**

- Build and maintain strong relationships with community groups, schools, and faith groups, encouraging their ongoing involvement and support.
- Lead on the development and delivery of stewardship plans for community supporters, ensuring their efforts are recognised and celebrated.
- Through research, identify and evaluate potential funding opportunities from new, existing and lapsed funding relationships.
- Build support for Children on the Edge's donation campaigns including The Big Give.
- Edit donor reports so they are appropriate to send to supporters with relevant project information.

### **Public Speaking and Engagement at local events (10% of your time)**

- Confidently represent the work of Children on the Edge at events and school assemblies to help connect fundraisers (young and old) to our cause and encourage fundraising.
- Prepare talks and presentations for groups and schools.
- Attend and participate in events as required. This may involve occasional evening and weekend work, for which you will receive equal time back in lieu.

### **Third Party Events and Peer-to-Peer Fundraising (10% of your time)**

- Support and steward third party and own-place fundraisers with their challenge events and fundraising events.
- Support and steward fundraisers taking part in the charity's own events e.g. The Big Cake Bake.

To support the four areas of fundraising above you will also:

### **Stewardship (15% of your time)**

- Respond to fundraising enquiries over the phone and email.
- Maintain accurate supporter communication records in Salesforce.
- Thank and receipt supporters promptly, recognising their efforts and generosity.
- Follow best fundraising practice, relevant legislation and Fundraising Regulator guidance.
- Act as the main point of contact for community and fundraisers, providing guidance, support, and resources to help them succeed in their fundraising efforts.
- Support the wider team with any tasks when needed, e.g. processing donations, sending thank you letters, cards and emails to individual donors.

### **Management & Planning (15% of your time)**

- Set budgets for Community and Events income and forecasting, with the Fundraising Manager.
- Identify and research new opportunities to develop the events programme to maximise income.



## **ESSENTIAL TO HAVE**

- Experience of developing relationships with fundraisers or customers.
- Excellent written and verbal communication skills.
- Great customer service skills, the ability to recognise and meet the needs of individuals and to manage expectations when required.
- Developed organisational skills, ability to work well under pressure, and manage multiple deadlines.
- Ability to develop positive relationships with people from all backgrounds.
- Ability to understand and communicate Children on the Edge's values and distinctives.
- A team player who will contribute to the overall goals of the fundraising team.
- Being teachable, ready to learn and flexible.
- Results-driven and entrepreneurial and able to work on own initiative.
- Enthusiasm for fundraising and helping to support some of the world's most marginalised children.
- Understanding of safeguarding principles when working with fundraisers, children and vulnerable people and the need for professional boundaries.



## **GREAT TO HAVE**

- Experience in supporting and stewarding challenge event fundraisers.
- Experience in supporting fundraising across schools or community groups.
- Experience of public speaking or presenting to audiences.
- Experience or managing volunteers.
- Understanding of stewardship techniques to suit different donors.
- Numeracy skills with the ability to work with budgets and income forecasts.
- Ability to think laterally to maximise fundraising.
- Experience of using Google workspace.
- Understanding of charity fundraising law and best practise in line with the Fundraising Regulator.

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## ADDITIONAL INFORMATION

If you feel you meet some of the criteria but not all, please do get in touch and learn more. We are interested in candidates with transferable skills.

Occasional out of office hours will be required to support events or meetings with donors, including two Sundays each April to support London Marathon and London Landmarks events. In addition to London Marathon and London Landmarks we expect there to be up to 12 other out of hours events to support across the year, in evenings or weekends. Time off in lieu will be given.

Children on the Edge is committed to safeguarding adults at risk, and children, from abuse and neglect. We expect everyone who works with us to share this commitment and complete the necessary paperwork.

This role is only open to those already resident in the UK, who are eligible to work in the UK. We cannot provide visa sponsorship. Applications from overseas candidates will not be considered and we are unable to respond to any application from overseas applicants.

Children on the Edge is committed to diversity and gender equality.

Children on the Edge respects your privacy and is committed to protecting your personal data. Our Privacy Notice has details of how we process your details during recruitment.

"Having a young child that will never experience such hardships, it really gets to my heart that there are so many children living in these situations. Running and fundraising for Children on the Edge was a pretty easy decision."

**Kelly**

London Marathon fundraiser  
**2023**

"I still remember hearing about how Children on the Edge finds, supports and works with those children who would otherwise fall through the cracks of the mainstream support systems and that feels really important. They are a small charity, brilliantly run and who make sure that the maximum amount of the money they raise goes to where it's needed the most – to the children and to the communities in which they live. The whole team at PlanetK2 are proud to partner with COTE, not just because of what they do but also because of who they are and how they work."

**Keith Hatter**

Founder  
**PlanetK2**

"Children on the Edge reaches children and marginalised communities and works with them in an empowering, enabling way which is both effective and inspiring. We love supporting this charity and are delighted to be able to contribute to the difference they make."

**Jacky Burden**

Trustee  
**The Charles Jacob Charitable Trust**

From our  
**FUNDRAISERS & SUPPORTERS**

Children on the Edge politely requests no contact from recruitment agencies or media sales.