

Job Information for the role of Fund Raiser

The Trustees of [Projects Delivering Hope](#) are seeking to appoint a fund raiser in order to increase and maximise income generation for their projects amongst South Sudanese people. The types of projects undertaken in the past can be seen at [Projects – Projects Delivering Hope](#). The trustees would welcome enquiries from those offering their time on a voluntary basis and those who would require remuneration.

Person Specification.

- a) The successful applicant will be in sympathy with the aims, objectives and Christian ethos of Projects Delivering Hope.
- b) They will have a proven track record of successful fund raising or a strong inclination for, and skill set towards that end.
- c) They will be available to work on a regular basis, and be a willing, co-operative member of the PDH team.
- d) They will be self-motivated and able to work on their own initiative.
- e) They will be IT literate and familiar with Office packages such as Microsoft 365.
- f) They will be fully engaged with social media and able to use all of the available platforms to promote the work of PDH.

Terms of appointment.

- a) **Paid or voluntary.** The appointment will be made based on the experience and credentials of the applicant, rather than on whether they require payment or are offering their time on a voluntary basis. The trustees would welcome the appointment of a volunteer provided they could expect to see the same results as they would if the post is paid and provided the input of the volunteer was regular and consistent.
- b) **Working hours.** It is anticipated that at the present time the work would take around 5 hours a week / 20 hours a month. The trustees would expect the successful applicant to work at least 40 weeks per year.
- c) **Employment status.** Self-employed. No contribution to pension, sick pay, holiday or any other benefits will be paid. The successful applicant will be responsible for payment of their own tax and NI contributions.
- d) **Remuneration.** Hourly rate to be agreed.
- e) **Payment terms.** Monthly on receipt of invoice showing work carried out and hours worked.
- f) **Expenses** incurred in the normal course of duties will be reimbursed.
- g) **Notice period.** The trustees reserve the right to terminate the agreement with 1 months' notice and would require one months' notice of termination by the successful applicant.
- h) **Reporting to CEO.**
- i) **Trustee meetings.** Attendance in person at four meetings per year (or part of meeting) in order to report to trustees will be required.
- j) **Place of work.** The work will be carried out at home or other place of the successful applicant's choosing. There will be no payment for office rental. It would be beneficial if the successful applicant was based in or close to Wiltshire although this is not a requirement.

Job Description:

Fund raising can take many forms and it is anticipated that each of the following activities will be part of the job. This list is not exhaustive.

1. Grant applications

- a. Carry out research and obtain information on grant making bodies making funds available to charities working with the South Sudanese.
- b. In consultation with the trustees make application to appropriate grant making bodies.
- c. Ensure that any grants applied for comply with Projects Delivering Hope projects selection criteria.

2. Fund Raising Events.

In consultation with the trustees, arrange events which will provide a net surplus fund. In the past, concerts have been the means of successfully raising funds but there are many other possibilities including sponsored activities.

3. **Promotion of current projects.** Provide regular updates via social media and website encouraging further donations to ongoing projects.

4. **Special Appeals.** From time to time, create and oversee special appeals for funding for a particular project, or a one-off seasonal opportunity. This will be in consultation with the trustee responsible for communications.

Expected Outcomes

The trustees expect that as a result of this appointment income will increase so that more and larger projects can be undertaken. At the very minimum, it is expected that the cost of employing the fund raiser will be significantly covered each month.

Expressions of interest should be sent to Andrew Robertson at andrew@projectsdeliveringhope.org.uk.

October 30th 2024