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## Job Description

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Job Title:	Freelance Regional Fundraiser – London & South East
Responsible to:	Head of Fundraising
Location:	London, Greater London and South East Counties
Hours Per Week:	Five days per month
Rate of Pay:	Up to £250 per day dependent on experience
Contract Length:	Six months in the first instance with one month's notice either side. Subject to satisfactory performance, the contract could be extended

### Job Purpose:

- To develop, implement and manage a multi-disciplinary community fundraising strategy to deliver fundraised income, achieving agreed targets – you will be expected to at least raise funds to cover your remuneration during the contract term.
- To recruit, support and grow a strong network of fundraising volunteers who can represent Antibiotic Research UK (ANTRUK) across the defined regional area.
- To act as the first point of contact for ANTRUK supporters within the region, providing focus for fundraising and other ANTRUK activities.

### Main Duties and Responsibilities:

#### 1. Planning, Implementation and Delivery

- 1.1 Develop a fundraising plan by researching the regional area including talking / meeting with supporters and Trustees in order to identify opportunities to maximise income through multi-disciplinary channels.
- 1.2 To implement the agreed fundraising -plan, targeting prospects as required and appropriate, ensuring that all supporters feel valued.
- 1.3 Ensure the regional pipeline and work plan are populated and updated accurately, including reforecasting to agreed deadlines.

- 1.4 To develop a network of third-party supporters who fundraise in aid of ANTRUK
- 1.5 To work collaboratively with the Head of Fundraising to achieve overall KPI's and non-financial KPI's
- 1.6 To undertake meetings and presentations using materials developed centrally.
- 1.7 Represent ANTRUK on all Regional Fundraising matters for individual volunteers and for groups and associations in your area, providing them with the resources and recognition.
- 1.8 To promote and represent the work of the charity in the region, both personally and with the media ensuring that ANTRUK's cause is known and supported.
- 1.9 To ensure all activities comply with appropriate legal requirements and with ANTRUK's policies and procedures.
- 1.10 To identify and package fundraising opportunities for prospective donors and volunteers.
- 1.11 To maintain open and effective channels of communication with the Head of Fundraising to ensure co-ordinated working practices.
- 1.12 To identify potential supporters enabling long term sustainable growth.

## 2. Managing Systems and Reporting

- 2.1 To maintain up-to-date records and information on Salesforce of every Regional Supporter and Volunteer.
- 2.2 To compile monthly activity reports on Regional Fundraising activities and monitor against agreed targets and budget.
- 2.3 To keep track of restricted and unrestricted donations raised at regional level and regularly inform donors of progress.
- 2.4 To develop and manage a simple system to handle Regional Fundraising enquiries efficiently and effectively.

## 3. Other

- 3.1 To lead by example at all times behaving professionally when representing ANTRUK.
- 3.2 To develop and maintain a thorough understanding of, and ensure compliance with, all legal and contractual requirements associated with Regional Fundraising, including risk assessment, volunteer management practices, DBS Disclosures and activities such as street

collections.

- 3.3 To keep up-to-date with current trends in the UK fundraising market and the charity sector in general through relevant publications, websites, conferences and networking.
- 3.4 To carry out, as required, any other tasks within the scope of the role to meet the needs of the charity as directed by the Head of Fundraising.
- 3.5 To travel and stay away from home when deemed necessary to meet the charity's needs.
- 3.6 To work at weekends and/or evenings as required.
- 3.7 To show a passion for our cause and desire to make a difference.

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### Standard Clauses

- The post holder will work within all policies, procedures and budgets set by ANTRUK.
- The post holder will act at all times in the best interest of ANTRUK.
- The post holder will form effective working relationships with all staff members, volunteers and outside organisations as appropriate.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health & Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the General Data Protection Regulations 2018.
- The post holder will not disclose to an unauthorised person any confidential information acquired through official duties unless they have received official permission to do so
- The postholder will sign a Non-Disclosure Agreement and a Register of Interests Form.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and job rank of the post.

## Person Specification

Job Title: Regional Fundraiser – London & South East

E = Essential

<b>Knowledge:</b>	
<ul style="list-style-type: none"> <li>Have knowledge of medical issues and antibiotic resistance in particular General Data Protection Regulations 2018, Health &amp; Safety and Fundraising Regulations</li> </ul>	
<b>Skills/Personal Qualities:</b>	
<ul style="list-style-type: none"> <li>Excellent communication skills, written and oral</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent telephone manner</li> </ul>	E
<ul style="list-style-type: none"> <li>Computer and IT literate</li> </ul>	E
<ul style="list-style-type: none"> <li>Proficient in database use (Salesforce preferred)</li> </ul>	E
<ul style="list-style-type: none"> <li>Well organised, able to prioritise and manage own time and work under pressure</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to adapt and be flexible</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to work effectively as part of a team and under own initiative from home base</li> </ul>	E
<ul style="list-style-type: none"> <li>Enthusiastic, proactive and results driven</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to plan and monitor income and expenditure</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent presentation skills</li> </ul>	E
<ul style="list-style-type: none"> <li>An interest in the impact of antibiotic resistance</li> </ul>	E
<ul style="list-style-type: none"> <li>Demonstrable experience of PR, communications and/or marketing activity</li> </ul>	E
<b>Experience:</b>	
<ul style="list-style-type: none"> <li>Direct community fundraising experience</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of liaising with people at all levels</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of successfully recruiting and managing volunteers</li> </ul>	E
<ul style="list-style-type: none"> <li>Proven record of achieving financial targets</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of devising and co-ordinating fundraising initiatives</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of project and event management</li> </ul>	E
<ul style="list-style-type: none"> <li>A strong track record of motivating people to get involved</li> </ul>	E
<ul style="list-style-type: none"> <li>An ability to effectively network</li> </ul>	E
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>Educated to degree level or possess a relevant qualification or appropriate experience in a directly related post</li> </ul>	E
<b>Circumstances:</b>	
<ul style="list-style-type: none"> <li>Able to work extended hours, evenings and weekends</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to travel extensively across the region</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to stay away from home occasionally where necessary to meet the business needs of the role</li> </ul>	E
<ul style="list-style-type: none"> <li>Access to a car (insured for business purposes)</li> </ul>	E