



Job Description

- Job:** Fundraising and Communication Lead
- Salary:** £26,325
- Contract:** 3 years (until 11/04/2024)
- Hours:** 37.5 hours a week (including some evenings and weekends)
- Location:** Flexible, but must be able to hold face-to-face meetings in Southampton as needed
- Funded by:** The National Lottery Community Fund
- Reporting to:** Director
- Job Summary:** To build relationships, awareness, engagement and support of Touch Network's work, including recruiting supporters, volunteers and donors, and meeting organisational and funding targets.
- Closing Date:** Tuesday 6th April 5pm
- Interview Date:** Between Monday 12th and Friday 23rd April

About Touch Network CIC

Our vision

Our vision is to enable storytelling events to take place in every neighbourhood across our city, to bring people together both in person and through an online community, sharing stories, creating connection and inspiring hope.

We want to empower our community to articulate their own story. Take ownership of it. See the positives and recognise their courage. Together, we want to create memories. Our storytelling events are sociable, guests are encouraged to believe in themselves and given the confidence to deal with tomorrow and the next day, and whatever life throws at them.

What we do

We share and celebrate everyday stories of resilience. By doing so, we prevent struggles with mental wellbeing beginning, or getting worse.

Through providing a platform to share and hear meaningful real life stories using online and face to face events and tools, we cheer each other on and learn from one another. We use these stories to enable positive change in our communities and the NHS and social care environment.

The difference we make

We are a community brought together by stories, this in turn supports mental wellbeing and prevents mental ill health beginning or getting worse. We bring neighbourhoods together through sharing stories which builds on community cohesion and all the benefits that come with this. We improve services and experiences within NHS and Social Care by enabling practitioners to truly listen to the experience of those using their services, in turn helping practitioners to know what matters and build services around this.

Purpose of role

The purpose of this role is to build and maintain positive relationships with current and new funding bodies, donors and the community. With the view to raising funds through statutory or philanthropic grants and/or community and donor initiatives, this includes leading on increasing the time donated by our volunteers. Through meeting our fundraising goals, we will be able to facilitate our cohesive storytelling community that prevents mental ill health beginning or getting worse.

Responsibilities

The main responsibilities are:

- To identify and build effective relationships with local organisations, corporate representatives, local government/NHS and social care and community leaders to increase awareness of our community and our goals.
- To build new relationships and maintain current ones, with those who provide valuable support to our community, supporting them at events and helping them to understand the powerful impact we have.
- To lead on volunteer recruitment, training and administration of this and to support Event Champions to encourage volunteering ongoing.
- To produce marketing material and press releases that express our fundraising needs in a way that is in line with our culture.
- To develop and implement strategies to encourage new or increased fundraising contributions.
- To develop and coordinate fundraising community activities and events.
- To research and bid for tenders advertised by local government where appropriate.
- To secure commitments or donations from individuals or corporate donors.
- To compile materials for, research and submit applications to philanthropic trusts.
- To monitor progress of our fundraising.
- To develop and maintain our supporters lists.
- To develop and implement fundraising activities.
- To liaise with our designer to produce promotional material in line with our brand.
- To liaise with our web producer to keep the site updated.
- To have oversight of our social media.
- To monitor budgets, expenses and other financial data related to our fundraising.

- To attend community events, networking events, exhibitions or meetings to invite people to be part of our community.
- To work with our Inclusion Lead to ensure we are marketing in a way that meets the needs of the whole City.
- To be flexible to carry out evening and/or weekend work as required.



Person Specification – Fundraising and Communication Lead

Personal Qualities	Essential	Desirable
Able to build rapport; understanding, supportive and encouraging of others	✓	
Understanding of and commitment to equality and diversity	✓	
Enthusiasm, a positive attitude and a self-starter	✓	
A positive approach to raising funds that fit with our ethos and culture	✓	

Experience	Essential	Desirable
Experience of identifying and building effective relationships with organisations	✓	
Experience of developing good relationships with a wide range of stakeholders	✓	
Experience of engaging, recruiting and supporting volunteers to settle into their role		✓
Experience of being involved in a growing and developing a start up with some responsibility for fundraising		✓
Experience of making improvements to a fundraising strategy that have led to greater impact	✓	
Experience of supporting and encouraging supporters to get more involved		✓
Experience of communication approaches in the third sector and supporting the development of a brand	✓	
Experience of working within a budget	✓	
Experience of writing press releases		✓
Experience of bidding for and submitting fundraising applications	✓	
Experience of developing and implementing fundraising activities	✓	
Experience of producing promotional material and social media	✓	

Abilities, Skills and Knowledge	Essential	Desirable
Relevant fundraising/marketing and/or business development qualification or training	✓	
Relevant training/qualification in Mental Health and/or Community Development and/or Systems Change		✓
Educated to at least degree level		✓
Ability to be directive when needed, supportive when not, and with the experience to know which is needed when	✓	
Able to communicate clearly and influence people positively either 1-2-1 or in a group	✓	
Good organisational skills	✓	
Able to plan and schedule own workload	✓	
Able to work in a team (both to be supported and supportive)	✓	
Ability to communicate accurately, effectively and technically eg spelling grammar etc	✓	
Knowledge of MS Office applications, CRM databases and updating Wordpress websites		✓

General	Essential	Desirable
Ability to contribute to the overall functioning of Touch Network	✓	
Evening or weekend work may be required	✓	
Good IT skills	✓	
Ability to work flexibly	✓	
Good time keeping	✓	
Ability to work at times in Southampton for face-to-face meetings and events (socially distanced where appropriate)	✓	