



# THE EXMOOR PONY CENTRE

## JOB VACANCY

### FUNDRAISING, COMMUNITY AND EVENTS OFFICER

**Work from home option plus onsite meetings at the Exmoor Pony Centre**

We are looking for a friendly and motivated individual with a proven ability to manage targets, budgets, and a varied workload to ensure effective delivery of our fundraising strategy.

The successful candidate will have excellent communication skills and a passion for fundraising. Part-time, competitive salary.

Further information available by downloading the Job Pack from [www.exmoorponycentre.org.uk](http://www.exmoorponycentre.org.uk) or emailing Linzi Green on [info@exmoorponycentre.org.uk](mailto:info@exmoorponycentre.org.uk)

To Apply:

Send a cover letter and CV to [info@exmoorponycentre.org.uk](mailto:info@exmoorponycentre.org.uk) or post to Exmoor Pony Centre, Ashwick, Dulverton, Somerset TA22 9QE

Closing date 7<sup>th</sup> May 2018

## **JOB DESCRIPTION**

**JOB TITLE:** Fundraising, Community and Events Officer

**PLACE OF WORK:** Opportunity for work from home option including some working from The Exmoor Pony Centre and related sites

**SALARY:** Competitive rates £21,000 - £25,000 pro rata dependent on experience

**PENSION:** Opportunity to enrol in NEST pension scheme

**HOURS OF WORK:** Part-time (18 hours per week minimum)

**REPORTS TO:** General Manager

### **MAIN PURPOSE OF JOB:**

To secure funds and donations for The Moorland Mousie Trust's work throughout the country including at the Exmoor Pony Centre. Following our fundraising strategy to achieve individual fundraising targets and manage budgets.

### **RESPONSIBILITIES AND DUTIES:**

- Ensure all charity fundraising activity is compliant with relevant charity and statutory legislation and recognised code of practice including existing and new legislation and guidance from the Institute of Fundraising
- Inspiring and facilitating supporters to raise money including community based initiatives
- Develop our subscription based giving schemes
- Encourage and increase standing order/regular giving
- Building volunteer and community involvement
- Develop 'in aid of' fundraising and co-ordinate annual fundraising events
- Develop Legacy and In Memory giving
- Attend relevant networking events
- Increase funds by researching and targeting individual sponsors and corporate organisations, potential Charity of the Year
- Attend onsite and offsite events including promotional stands at shows and events
- To assist the General Manager with promotional and press/media tasks.
- To work with volunteers, work experience and staff in pursuing the aims of the charity
- Develop the fundraising presence at the Exmoor Pony Centre and within the work of the charity

## JOB SPECIFICATION

| REQUIREMENTS                | ESSENTIAL  | DESIRABLE   |
|-----------------------------|--|---|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• Educated to A-Level or equivalent</li> </ul>  | <ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Membership of the Institute of Fundraising</li> <li>• Fundraising qualification</li> </ul>                                 |
| <b>Skills and Abilities</b> | <ul style="list-style-type: none"> <li>• Highly organised with a strong attention to detail</li> <li>• Excellent written and numeracy skills including knowledge of report writing</li> <li>• Excellent verbal communication talents with strong interpersonal skills</li> <li>• Ability to multi-task and to prioritise own workload and meet targets and deadlines</li> <li>• Computer literate</li> <li>• Confident online/web based skills</li> <li>• Driving Licence</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of best practice in fundraising sector</li> <li>• Knowledge of relevant legislation</li> </ul>   |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Previous fundraising</li> <li>• Proven experience in verbal and written communication including preparing and producing reports and applications.</li> <li>• Awareness of the wide ranging aspects and target groups/focus areas within the fundraising industry.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of inspiring community/ individual participation</li> <li>• Creative writing techniques</li> <li>• Experience of working with volunteers</li> </ul> |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>• Friendly and approachable with the ability to work as part of a team or alone</li> <li>• Good communication and organisational skills</li> <li>• Flexibility in working hours including occasional weekend working</li> <li>• Ability to work under pressure and to deadlines</li> </ul>  | <ul style="list-style-type: none"> <li>• An interest in equine related issues and countryside matters</li> </ul>  |
|                             |  |   |