

## Community & Events Fundraising Officer

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### Job Description & Person Specification

#### Introduction

Stratford-upon-Avon Foodbank is a local independent charity founded in 2013; we are part of the [Trussell](#) network of foodbanks. Trussell is an anti-poverty charity who support a network of foodbanks who provide practical support and emergency food to people locked in poverty, and campaign for change to end the need for foodbanks in the UK.


Our foodbank has a small team of staff and a large volunteer cohort of over 150 volunteers, who are the heart of the charity and help deliver our services to the local community.


Our mission is to provide emergency food and support in Stratford-upon-Avon and the surrounding areas for people in need, and to work with partners to connect people to advice to prevent and relieve poverty.


This is an exciting opportunity for a passionate and motivated person to make a difference. Join our team at Stratford-upon-Avon Foodbank and help us to realise our ambition to ensure that no one in our community is faced with going hungry.


#### Key details

 **Role:** Community & Events Fundraising Officer

 **Hours:** 22.5-30 hours per week

 **Salary:** £18,000-£24,000 (£30,000 FTE)

 **Holidays:** 28 days plus bank holidays (pro-rata)

 **Contract Term:** Fixed term contract 2-years (continuation subject to funding)

 **Location:** Stratford-upon-Avon and surrounding area

#### Summary of the Role

In establishing this new role, you'll proactively create and grow fundraising income across all fundraising streams to enable us to continue supporting people in crisis and meet local need.

We are seeking to increase the longer-term sustainability of Stratford-upon-Avon Foodbank and to grow our income in the coming years through a variety of funding streams to include individual giving, increased community engagement and support from schools, churches and community groups. Supporting relationships with local businesses to encourage corporate donations and sponsorships in and around our local area.

## Key responsibilities

- Work closely with the Foodbank Manager/Assistant Manager to establish fundraising targets and strategy.
- Proactively identify, engage and build new fundraising relationships with local stakeholders to grow fundraising reach and income.
- Deepen engagement and grow relationships with existing donors and supporters.
- Increase individual regular and one off donor income through engaging fundraising appeals, events and activities.
- Strengthen local support through community engagement activities, including with schools, churches and community groups.
- You will support relationships with prospective corporate donors, helping to secure them as funding partners, alongside helping to grow relationships with existing corporate partners.
- Support and deliver a calendar of fundraising events and appeals to raise funds from local stakeholder groups.
- Establish a stewardship plan and enhance regular communications to keep individual donors and all stakeholder groups informed and engaged.
- Work with colleagues to support the creation of grant applications for trusts and foundations.
- Provide regular reporting on fundraising activity, social impact data, and income projections to line manager and trustees.
- Develop data monitoring and reporting using a CRM system for all supporter and donor connections.
- Forge strong relationships with colleagues across the wider Trussell network, sharing best practice, learning from other foodbanks and identifying opportunities for joint funding partnerships through networking, fundraising training and skills development opportunities.

## Person Specification - key skills & experience

You will:	Essential	Desirable
have first-hand experience of fundraising, with a proven track record of fundraising success.	√	
have the capacity to create and deliver compelling fundraising activities that successfully engage individual supporters, local community stakeholders and encourage corporate supporters.	√	
inspire and motivate existing and prospective supporters with excellent written and verbal communication and relationship management skills,	√	
be at the heart of our local community and bringing our cause to life, cultivating and upholding positive relationships with internal and external stakeholders to develop lasting donor relationships.	√	
be tenacious, enthusiastic and able to embrace, develop and shape a new role.	√	
be able to demonstrate excellent organisational skills, time management and have an eye for detail and strong research skills, be proactive, and a self-starter.	√	

You will:	Essential	Desirable
be able to demonstrate alignment with our core values and empathy for people from disadvantaged, marginalised or socially-excluded backgrounds.	√	
have strong IT skills including confident use of shared drives such as Google Drive, using different programmes (e.g. Google sheets, Google docs), and using a CRM database and social media platforms.	√	
demonstrate excellent organisational skills, with the ability to manage time effectively.	√	
have knowledge of the Fundraising Regulator's Code of Fundraising Practice	√	
have experience of researching to identify potential donors and partners across a variety of fundraising streams.	√	
have experience of implementing, maintaining and oversight of a fundraising strategy to meet the financial goals of the organisation.	√	
will have proven experience of corporate partnerships fundraising.		√
an understanding of GDPR and compliance re data handling.		√
an understanding of safeguarding		√
an understanding of the causes and factors contributing to food insecurity and food poverty, and the need for crisis and more than food responses.		√
experience within the charity voluntary sector.		√
a minimum of 5 years of experience in fundraising, with a proven track record of managing campaigns, and planning events.		√

### Other requirements

- Full Driving License

## How to apply

To apply for the role, please complete the application form found [here](#) and send with a covering letter that includes:

- details of why you have applied for the role
- details on the qualities you possess which mean you would be an ideal candidate for the role.

Please include information on key experiences or achievements in your work history, but you may also include information on any activity outside of work you have been able to draw upon to the benefit of your career progression.

Even if you don't meet every requirement in our Person Specification, we encourage you to apply if you have relevant experience. This role offers an excellent opportunity for someone looking to grow and develop their skills.

Please send your completed application to [projects@stratforduponavon.foodbank.org.uk](mailto:projects@stratforduponavon.foodbank.org.uk)

Closing date for applications: 20 June 2025.

First interviews will take place on: 17 July 2025.

Second interviews will take place on: 21 July 2025

For an informal discussion regarding the role please email Kate  
[projects@stratforduponavon.foodbank.org.uk](mailto:projects@stratforduponavon.foodbank.org.uk)

*As an equal opportunity employer, we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation.*

*Please note we do not provide VISA sponsorship and unfortunately, we cannot employ you if you do not have the right to work in the UK.*