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July 26, 2024

Dear Applicant

Post of Fundraiser

Thank you for your interest in the post of Fundraiser. The Job Description, Person Specification and Background Information are included with this letter and the recruitment section of our website contains other useful documents. If you have any questions about the post, please do not hesitate to email me using the address above.

If you wish to apply, please do so using our online application form. **Please note that we do not accept C.V.s. – only applications received via our application form will be accepted.**

In order to apply please follow these steps:

1. Read the information about the post carefully.
2. In particular you will be asked to provide a letter in support of your form. This is mandatory and the most important part of the application form. You will be asked to upload this with the online form.
3. Once you are ready, please access the online form. This can be found here: <https://form.jotformeu.com/NethertonFeelgood/job-application-form>
4. Please also complete the Equal Opportunities Form here. <https://form.jotform.com/NethertonFeelgood/EOForm>
This is kept separate from applications.
5. When you are happy with the form, click submit.
6. A summary of your application will be sent to you by email.

If for any reason you cannot use this form, please email me at the address above and I will forward to you a PDF copy of the form.

The closing date for applications is 5 p.m. on 23rd August. We will be interviewing during the following three weeks so if you haven't heard from us by the 13th September, please assume that you have not been successful on this occasion.

Once again, thank you for your interest in this post.

Yours sincerely

A handwritten signature in blue ink that reads "Sandra Duncan".

Sandra Duncan MCIoF(Dip)
Chief Executive

BACKGROUND

About the Feelgood Factory

The Netherton Feelgood Factory is a community-led healthy living centre. The organisation operates in a recognised area of deprivation and uses a community development approach to enable local people to improve their health, wellbeing and quality of life. The Feelgood Factory objectives are to reduce health inequalities by:

- Improving access to services and information,
- Developing and providing activities and services to encourage healthier lifestyles, improve health and wellbeing and prevent illness,
- Developing initiatives to meet local needs.

The Feelgood Factory is based in a purpose-built facility that was opened in 2004 after planning and fundraising by the local community. The centre acts as a one-stop shop for advice services and also provides a range of health-related activities for all ages.

The Feelgood Factory provides services for the whole community, from childhood to old age, in order to promote health and well-being in the most holistic way possible. Our programmes of activities are delivered both in the centre and, through outreach work, elsewhere in the area. The normal range of activities includes:

- Advice and Information services, including one-to-one mentoring and support.
- Healthy Living activities for the whole community that concentrate on physical exercises, weight management and food and nutrition.
- Breast feeding support which provides a comprehensive service to support and encourage breast feeding throughout Sefton.
- Children and families services which provides families in need with material and emotional support and is developing programmes for children and parents after school.
- Mental health activities including a drop-in to support people with more severe and enduring mental health issues and programmes to promote good mental health, bereavement support and general emotional support services.
- Women's Friendship Group.
- Man Cave.
- Older Person's Project which provides a range of practical services to help older people stay safe and well both by providing support in their own home and through activities in the centre.
- Netherton Community Garden which is developing a piece of wildlife into an environmental sustainability hub for the community.

About the Feelgood and Fundraising

Like many voluntary agencies, the Feelgood Factory has found that financial support from statutory sources has diminished in recent years. We have met the challenge by developing our earned income portfolio and also by investing in fundraising. We have a successful track record in raising funds from trusts and foundations and have done some work engaging local businesses and running community fundraising events. The purpose of this post will be to take the lead in developing the latter two funding streams. This is a new post but the successful candidate will be working with a team of staff who are accustomed to fundraising and with a small team of volunteers full of ideas. This will not be the post for someone who likes to be distanced from the community. If you enjoy engaging with people, however, and having a real say in how money raised is spent then this is the post for you,



Job Description

Position:	Fundraiser (Corporate and Community)
Salary:	£30,000 p.a. (<i>pro rata</i>)
Hours of Work:	18.5 per week
Reports to:	Chief Executive
Location:	Netherton Feelgood Factory

Post available for one year in the first instance.

Job Purpose:

The successful candidate will develop and deliver corporate fundraising in line with the fundraising strategy. This is an extremely broad-ranging, hands-on role. The post holder must be able to prioritise multiple tasks and projects and work flexibly to ensure the maximum potential income is generated from the local business sector, build strong relationships at all levels within the local business community and work with other staff to oversee community fundraising events.

Please note that this post will require evening and weekend work.

Main Duties & Responsibilities:

Corporate Fundraising

- To represent the charity to corporate audiences and at corporate events, delivering pitches and presentations.
- To continually research new business opportunities at specific target markets, making cold approaches and writing proposals to secure support.
- To devise and present innovative fundraising ideas that are of mutual benefit to a corporate partner.
- To develop new corporate partnerships through relationship building.
- To be responsible for the account management of all corporate partnerships and provide the highest level of relationship management.
- To ensure all corporate supporters receive a relevant and timely communication resulting in ongoing fundraising opportunities and development of long term corporate relationships.
- To produce monthly reports for management team that outline progress and achievements within practical and financial guidelines.

- To participate in regular fundraising meetings, reporting and liaising on ongoing projects and inputting into projects of other members of the team.
- To be aware of and adhere to the Institute of Fundraising Codes of Conduct and Codes of Best Practice.
- To ensure that, via corporate fundraising, all opportunities are maximised to generate awareness and understanding of the charity and work that we do.

Community Fundraising

- Work with other staff to initiate effectively, facilitate and evaluate a portfolio of fundraising events to achieve agreed income targets within expenditure budgets.
- Develop sustainable annual events which support both individual and corporate giving.
- Work to deadlines and targets within an agreed budget.
- Manage event income and expenditure budgets; ensure all income is received and acknowledged in accordance with agreed policies and procedures.

It is the nature of the work of Feelgood Factory that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

All employees are required to abide by Feelgood Factory's policies with regard to Health and Safety, and Equal Opportunities. All employees are also reminded of the need to keep all information regarding the organisation, its clients, partners and funders confidential, except where information needs to be shared on a professional basis with colleagues or external partners

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PERSON SPECIFICATION

Fundraiser (Corporate and Community)

	Essential	Desirable	Method of Assessment
Qualifications & Training		Relevant qualification in fundraising	Application Form
	Educated to equivalent of NVQ 3/A Level		Application Form
Knowledge, Skills, Experience	Proven record of working in a fundraising environment with a minimum of two years' experience		Application Form & Interview
	Experience of securing new business in a corporate fundraising environment		Presentation, Application Form
	A confident approach and an ability to network with people of all backgrounds and positions.		Application Form & Interview
	Excellent interpersonal and communication skills – verbal and written – including the ability to deliver high quality, compelling presentations		Application Form, Presentation & Interview
	Ability to build, manage and develop successful and collaborative relationships internally and externally		Application Form & Interview
	Experience in event planning, logistics and organisation		Application Form & Interview
	Entrepreneurial, results-driven, and able to work on own initiative and as part of a team, meeting deadlines under pressure.		Application Form & Interview
	Experience of providing exemplary supporter stewardship, to strengthen and cultivate relationships with fundraisers.		Application Form & Interview

	To be able to use and have experience of using Information Technology including Social Media		Application Form & Interview
Other General Competencies	Willingness to work in a flexible way in line with the requirements of the post including evening and weekend work		Application Form & Interview

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