# F:\21 NATIONAL APPEAL MATTERS\Fundraising and Communications\Communications\Brand 14Aug2014\Blesma Logos\B Blesm Logo\B Blesma Logo (small use) 10.8.14.jpg

**JOB DESCRIPTION: COMMUNITY AND EVENTS FUNDRAISING OFFICER**

**Blesma, The Limbless Veterans** is the national charity and membership association for limbless serving and ex-service men and women and their dependants.

We help all wounded servicemen and women who have lost limbs, the use of limbs or eyes, to rebuild their lives by providing rehabilitation activities and welfare support.

Blesma campaigns for our veteran’s rights and looks after individuals and their families by offering a comprehensive grants and welfare system. Rehabilitation, support, counselling and care are the four principle foundations of our organisation. Together, we can help our men, women and their families face the challenges ahead with renewed confidence and self-belief.

The **Community and Events Fundraising Officer** role plays an important part within the community and events fundraising team. The post is responsible for stewarding community and events fundraisers, promotion and delivery of in house events and promotion of challenge events in order to maximise income.

Main purpose Support the Blesma Community and Events Fundraising programme.

Location Work out of Blesma Head Office – 115 New London Road, Chelmsford, Essex CM2 0QT

Responsible to : Community and Events Manager

Salary and Benefits £22,000 – £26,000 dependent upon experience

Blesma offers a contributory pension scheme – employer’s contribution 5% and suggested employee’s contribution 5% and a Death in Service insurance benefit equal to one and a half times annual salary

Identified training needs will be met with the support of Blesma

Contract Permanent (35 hours per week)

Holidays 25 days per annum, plus statutory holidays pro rata

Equal Opportunities Blesma is an equal opportunities employer and commitment to this is expected.

Full details of Conditions of Employment are set out in Blesma’s Employment Contract, the main features of which are standard for all staff.

**JOB SUMMARY**

**Primary Purpose**

To support the community fundraising programme, steward supporters, represent Blesma at community events e.g. dinners, presentations, golf days. To support individual fundraisers to maximise their fundraising potential e.g. creation of fundraising pages and using digital media. To promote challenge events and steward participants. To attend challenge events where required.

**Main Duties**

**Community**

* Point of contact and support for community fundraisers providing stewardship via phone, email, digital and social media etc.
* Develop and steward community based groups and organisations that adopt Blesma as their charity as well as those that raise one off funds e.g. schools, military bases, church groups etc.
* Attend community events e.g. cheque presentations.

**Community Events**

* To lead on the delivery of particular in house events e.g. Boots on for Blesma Military Circuits
* To provide support on the delivery of in house events e.g. Prize Raffle draw
* To attend events as required e.g. Christmas Carol Service

**Challenge Events**

* To promote challenge event opportunities to Blesma’s supporters
* To assist in Blesma’s registration with challenge event organisers e.g. London Marathon, Great North Run, Ride 100 etc.
* To steward individuals taking part in challenge events e.g. maximise fundraising, provide with merchandise, etc.

**General**

* Blesma uses Raiser’s Edge NXT as its fundraising database. Training will be provided.

Skills

1. Communication skills including face to face, written and phone.
2. Presentation skills
3. IT skills including knowledge of Windows, MS office,
4. Time management and prioritisation skills

Knowledge

1. Understanding of the charity sector
2. Understanding of fundraising, particularly community and events
3. Understanding of Blesma’s vision, purpose, and achievements

Other

1. Experience in the voluntary sector
2. Full clean driving licence – a pool car for travel to events is available
3. Able to work unsociable hours e.g. weekends and evenings, travel across the UK and stay away from home.

The Main Duties above are issued for the purpose of guidance and may be subject to variation.

This job description covers the main tasks expected to be involved in undertaking the job and the main characteristics and qualities required of the jobholder. It is not meant to be all embracing and other tasks may be assigned to the jobholder as necessary and/or operational needs dictate.

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Background** |  |  |
| Good level of education | ● |  |
| Good level of literacy and numeracy | ● |  |
| IT skills with knowledge of MS Office and Internet | ● |  |
| An understanding of the wider funding environment and changing trends in the voluntary sector |  | ● |
|  |  |  |
| **Experience** |  |  |
| Minimum of 18 months experience of working within the third sector, community, events or corporate fundraising or closely related fields e.g. sales and marketing. Military service will be considered. | ● |  |
| Experience of using databases such as Raiser’s Edge |  | ● |
| Proven ability to manage own time and workload | ● |  |
| Proven communication skills | ● |  |
| Budget or other Finance related experience |  | ● |
|  |  |  |
| **Traits** |  |  |
| A team player with a professional, flexible, positive and enthusiastic attitude | ● |  |
| Close attention to detail | ● |  |