



# Fundraising Coordinator

**Employer:** CADAS

**Line Manager:** Chief Executive

**Workplace:** CADAS office / home

**Working Hours:** 15 hours per week

**Rate of Pay:** £9781 (£24,453 pro rata)

**DBS Clearance:** Enhanced DBS (including Children and Young People)

## Job Purpose

The Coordinator will work with staff and volunteers to develop and implement a fundraising strategy including:

- facilitating campaigns and events to raise awareness and understanding of problematic substance use
- engaging the wider community and building our network of supporters (including regular donors)
- developing a team of fundraising volunteers
- generating income through community fundraising

## Principle Duties

1. Work with staff and volunteers to develop and deliver our Fundraising Strategy and ensure we have clearly defined our communities, set priorities and targets, and detailed the actions we will take to achieve our goals.
2. Work with our Chief Executive and other colleagues to use our website, social media accounts and networks of contacts, and issue regular posts, blogs, e-newsletters and press releases, to promote the work of CADAS and build a network of individual and organisational supporters – including working with trustees, staff and volunteers to ensure clear and consistent communication.
3. Organise and/or participate in campaigns, events, meetings, workshops etc to raise awareness and understanding of the harm caused by substance use and to promote CADAS and engage a wider audience – including developing new partnerships with community groups, churches, schools, charities and local businesses.



4. Organise and/or participate in campaigns and events to generate unrestricted income for CADAS – including supporting individuals and organisations to fundraise for CADAS.
5. Develop a network of regular individual and organisational donors (including through appeals and from legacies).
6. Recruit and manage a team of volunteers to assist with fundraising including running appeals, campaigns and events.
7. Conduct monitoring and evaluation to inform the ongoing development of fundraising and provide reports to the Chief Executive and Trustees.
8. Ensure all fundraising activities are delivered within the policies and procedures of CADAS.
9. Support the delivery of CADAS services including providing cover (for our reception or helpline for example) when colleagues are attending training, on holiday or unwell.



## General

### Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant CADAS policies are met in respect of information held on CADAS' computerised systems and in relation to the storage, removal and destruction of such information.

### Safeguarding

It is imperative that all staff members are aware of and are able to effectively respond to Safeguarding issues and concerns in line with CADAS policy, procedure and relevant legislation. All members are required to declare both at application stage and on-going thereafter as circumstances may change, any convictions including spent convictions in line with the requirements of Rehabilitation of Offenders legislation.

### Equal Opportunities

It is the aim of CADAS to ensure that no job applicant or employee receives less favourable treatment on grounds of age, gender, religion or philosophical belief, race, colour, sexual orientation, disability pregnancy/maternity/paternity, marital status, nationality, ethnic group or national origins, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place and it is for each employee to contribute to its success.

### Data Protection

If required to do so, obtain, process and or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific register purpose and to use or disclose data only to authorised persons or organisations as instructed. All staff members are expected to adhere to the regulations regarding the Data Protection Act, in accordance with CADAS policies and procedures.

### Health and Safety

All Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974). CADAS Health & Safety policy are applicable to the work place and food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain safe conditions for employees, clients and visitors. It is the general duty of every employee to take reasonable care of their own health and safety and that of others and to cooperate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care or the contravention of safety policy or managerial instructions may result in disciplinary action being taken.

### Training Education and Development

All staff members are required to participate in any necessary training, supervision and development, to keep up to date with the requirements of the job and to meet the needs of the wider centre and organisations.

### No Smoking

CADAS acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. Therefore, all staff members are required to adhere to this and this includes the smoking of electronic cigarettes.

| <b>Person Specification</b><br><b>Location: CADAS office or home</b>                            |                      |                       |
|-------------------------------------------------------------------------------------------------|----------------------|-----------------------|
| Skills / Qualifications                                                                         | Essential/ Desirable | How assessed          |
| Able to engage a wide range of individuals and organisations                                    | Essential            | Application/Interview |
| Relationship building and motivational skills                                                   | Essential            | Application/Interview |
| Organisational and project management skills                                                    | Essential            | Application/Interview |
| Data management and analysis skills                                                             | Essential            | Application/Interview |
| Understanding of harm caused by substance use                                                   | Desirable            | Application/Interview |
| Knowledge of fundraising regulation                                                             | Desirable            | Application/Interview |
| Understanding of marketing                                                                      | Desirable            | Application/Interview |
| Experience                                                                                      | Essential/ Desirable | How assessed          |
| Experience of developing and implementing strategies and business plans                         | Essential            | Application/Interview |
| Experience of developing and implementing fundraising strategies                                | Desirable            | Application/Interview |
| Engaging individual and organisational supporters through campaigns and events                  | Essential            | Application/Interview |
| Engaging and working with partner organisations including community groups and local businesses | Essential            | Application/Interview |
| Track record of successfully generating income through community fundraising                    | Essential            | Application/Interview |
| Experience of recruiting and/or supervising volunteers                                          | Essential            | Application/Interview |
| Experience of involving volunteers in fundraising                                               | Desirable            | Application/Interview |
| Producing internal / external reports such as for monitoring and evaluation                     | Essential            | Application/Interview |

| Knowledge                                                                  | Essential/ Desirable | How assessed          |
|----------------------------------------------------------------------------|----------------------|-----------------------|
| Knowledge of different fundraising techniques and approaches               | Essential            | Application/Interview |
| Knowledge of Cumbrian communities                                          | Desirable            | Interview             |
| Knowledge and understanding of substance use and harm reduction approaches | Desirable            | Application/Interview |
| Other requirements of the post                                             | Essential/ Desirable | How assessed          |
| Driving Licence plus access to a car                                       | Essential            | Application           |
| Able to work unsociable hours including evenings and weekends              | Essential            | Application           |
| Willingness to travel where needed within Cumbria                          | Essential            | Application           |