**FUNDRAISING ASSISTANT**

# APPLICATION PACK

Thank you for your interest in the Fundraising Assistant vacancy.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete the following:

1. Application form

2. Covering letter explaining why you are applying for the position, and how your experience and expertise fits the role

3. Up to date CV which explains any gaps in employment

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce

Executive and Project Assistant

Creative Foundation

Quarterhouse

Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: [pennipierce@creativefoundation.org.uk](mailto:pennipierce@creativefoundation.org.uk)

If you have any questions relating to this vacancy, please contact Liz Duckworth by email: [lizduckworth@creativefoundation.org.uk](mailto:lizduckworth@creativefoundation.org.uk)

**Deadline**

Closing date for applications: Monday 5th September 2016

Interviews will be held on Tuesday 13th September 2016, in Folkestone

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone**

Objective 1: Bring quality art to the town for everyone in Folkestone

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter

Objective 3: Provide opportunities for people to develop creatively

Objective 4: Encourage creative engagement with partners and agencies

**Goal 2: Creatively transform the look of Folkestone**

Objective 1: Bring artwork to the town

Objective 2: Creatively maintain the Creative Foundation portfolio

Objective 3: Ensure the Creative Quarter public realm looks and feels attractive

Objective 4: Encourage creative engagement by relevant bodies and individuals with property and the public realm

**Goal 3: Creatively change the economy of Folkestone**

Objective 1: Attract and retain new creative businesses

Objective 2: Deliver the creative visitor economy

Objective 3: Attract creatively engaged people to live in Folkestone

Objective 4: Encourage creative investment in Folkestone by others

**Goal 4: Change the reputation of Folkestone as a creative town**

Objective 1: Promote the Creative Foundation model for immersive creatively-led regeneration

Objective 2: Effective promotion of Creative Foundation activities

Objective 3: Create a virtual Creative Foundation through digital technology

Objective 4: Encourage others to promote the reputation of Folkestone

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values and business plan

Objective 2: Align the financial model with the organisation's vision

Objective 3: Invest in resources, including staff, to deliver the vision

Objective 4: Build appropriate partnerships to deliver the vision

**Our projects:**

The Foundation currently has five major projects; the Creative Quarter, Quarterhouse, the Folkestone Triennial, the Folkestone Artworks and the Folkestone Book Festival.

For more information, visit our websites:

<http://www.creativefoundation.org.uk/>

Creative Foundation projects:

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

[Folkestone Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**JOB DESCRIPTION**

**Job Title:** Fundraising Assistant

**Hours: Full time**

**Salary:** £19,000 per annum

**Reports to:** Development Manager

**Location:** Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**Purpose of Job and Key Objectives**

The Fundraising Assistant will support the Creative Foundation’s small Fundraising Team which specialises in securing support from several sources, including trusts and foundations, Arts Council England, local authorities, European funding, sponsors and donors.

Our aim is to grow our fundraising year-on-year in order to enable the Foundation to deliver its five ambitious projects. To achieve this, the team needs a Fundraising Assistant to conduct research to support new grant applications, ensure efficient and conscientious administration of the fundraising function, and assist with all activities which help the fundraising effort, including preparation of proposals and reports, presentation materials, and accurate record-keeping.

The Fundraising Assistant will operate within the ethos and culture of the Creative Foundation and promote our values.

The team also oversees the Creative Foundation’s IT provision and maintenance, so the Fundraising Assistant will also carry out some IT administrative tasks.

**Principal Duties, Tasks and Responsibilities**

The post holder will be responsible for:

* identifying and researching funding opportunities as requested by the fundraising team, and collating and disseminating the information;
* assisting with and administering a crowdfunding campaign;
* assisting with the preparation of new grant applications through researching and assembling relevant information;
* supporting the development of our case for support for the Creative Foundation as a whole and individual projects;
* assisting with the preparation of evaluation materials and update reports for funders, the Board of Trustees and others, by gathering relevant information or writing drafts;
* acknowledging donations and preparing thank you letters in a prompt, efficient and thoughtful manner;
* maintaining a database which tracks funding opportunities, all funding applications, grants received and reports to funders;
* administering an ambassador or friends scheme as required;
* preparing invoices for payment where appropriate;
* arranging for grant payments to be collected by invoice where appropriate;
* maintaining the fundraising pages of our websites, in collaboration with the Marketing and Engagement Team, who manage our online activities;
* carrying out IT administrative tasks;
* providing general administrative support to the fundraising team as required;
* participating in project, staff and fundraising meetings as required.

This is not an exhaustive list and the postholder may be asked to undertake other ad hoc tasks as requested.

The post holder may be required to work outside of core hours from time to time, to support meetings and events.

This job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Creative Foundation Chief Executive without change to the level of responsibility appropriate to the grading of the post.

**Continuing Professional Development**

The post holder will be required to take part in the Creative Foundation’s annual appraisal and development programme.

Training opportunities will be explored in discussion with the Development Manager.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| KNOWLEDGE AND EXPERIENCE |  |  |
| Experience of conducting research, particularly online. | ✓ |  |
| Experience of working in a fundraising environment. |  | ✓ |
| Knowledge of public and private sector funding sources, structures and organisations. |  | ✓ |
| SKILLS |  |  |
| Good telephone manner and good spoken and written English. | ✓ |  |
| Proficient in using the MS Office suite. | ✓ |  |
| Good numeracy skills. | ✓ |  |
| Good report writing skills. |  | ✓ |
| ATTRIBUTES |  |  |
| Interest in creative activities. | ✓ |  |
| Outgoing and friendly. | ✓ |  |
| Organised. | ✓ |  |
| Shows attention to detail. | ✓ |  |
| Team worker. | ✓ |  |
| Confident in liaising with individuals at all levels. | ✓ |  |
| Communicates ideas effectively. | ✓ |  |
| Commitment to Creative Foundation project and goals. | ✓ |  |

**Terms and Conditions**

The terms and conditions are as specified in the contract of employment.

**FUNDRAISING ASSISTANT**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

|  |
| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |

|  |
| --- |
| What is your earliest availability to take up this new position? |

**SECTION 2: DECLARATION**

|  |
| --- |
| Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.  Signature: Date: |

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS:**

Why do you think you are suitable for the post of Fundraising Assistant, and what skills will you will bring to the role?

**SECTION 4:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

**Job Title:** Fundraising Assistant

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| **Gender:** | | Male | | |  | | | 🞎 | |
|  | | Female | | |  | | | 🞎 | |
|  | |  | | |  | | |  | |
| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | 🞎 | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | |
|  |  | | |  | |  | | |  | |
| A | White | | |  | |  | | |  | |
|  |  | | |  | |  | | |  | |
|  | British | | |  | |  | | | 🞎 | |
|  | English | | |  | |  | | | 🞎 | |
|  | Scottish | | |  | |  | | | 🞎 | |
|  | Welsh | | |  | |  | | | 🞎 | |
|  | Irish | | |  | |  | | | 🞎 | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | |
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| B | Mixed | | |  | |  | | |  | |
|  |  | | |  | |  | | |  | |
|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | 🞎 | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | |
|  |  | |  | | | | | | | |
| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
|  |  | |  | | | |  | |  | |
|  | Indian  Pakistani | | | | | |  | | 🞎 | |
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|  | Bangladesh | | | | | |  | | 🞎 | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
|  | …………………………………………………… | | | | | | | | | |

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| --- | --- | --- | --- | --- |
| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | |
|  |  |  | |  |
|  | Caribbean |  | | 🞎 |
|  | African |  | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | |
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|  | Chinese | |  | 🞎 |
|  | Vietnamese | |  | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | |
|  |  |  | |  |
| F | Other Ethnic Group | | |  |
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|  | Please write in: ………………………………………………… | | | |
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| **Disability monitoring** | | | |  |
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| Do you consider yourself disabled? | | | |  |
|  | |  | |  |
| Yes | |  | | 🞎 |
| No | |  | | 🞎 |
|  | |  | |  |
| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | |
|  | |  | |  |