



JOB TITLE: Community Fundraiser (P/T)

DEPARTMENT: Fundraising

REPORTING TO: Director of Business Development

About The Fishermen's Mission

The Fishermen's Mission provides emergency and welfare assistance to active and retired commercial fishermen and their families through practical, spiritual and pastoral support. Every year we help thousands of beneficiaries, many in desperate circumstances.

Frontline operations are delivered through a network of full and part-time Port Staff, along with a number of volunteers that is spread around the coast of UK including Northern Ireland. The larger fishing ports have centres that provide basic domestic and recreational facilities, while others have welfare offices and some areas are covered by staff alone. The Port Staff is on-call 24/7 365 to respond to accidents and injuries at sea.

The operational staff are supported by a small Head Office team comprising the Chief Executive (who is also the Chief Operating Officer) and the Director of Business Development, with administration provided directly by the Executive PA, Senior Port Operations Administrator, and the Operations and Business team.

The Fundraising Team is responsible to the Director of Business Development and comprises of a Trusts and Legacy Manager, two full time Regional Fundraising Managers and one part time Regional Fundraising Manager. Port Staff also have fundraising targets.

PURPOSE OF JOB

To pro-actively increase the income raised from local communities, primarily in the defined geographic area, in a cost effective way, and in accordance with national income generation strategies and with strict adherence to the Institute of Fundraising Code of Conduct and the Fundraising Standards Regulator.

To recruit, motivate and retain volunteers and third parties to raise money for the Fishermen's Mission in the ways specified in the various strategies.

PRIMARY AREAS OF RESPONSIBILITY

LOCAL PLAN

- To produce and work to a plan, to enable the successful attainment of all objectives required by the Director of Fundraising under the national fundraising strategy.

VOLUNTEERS

- To recruit volunteers to assist you in this role

NATIONAL EVENTS

- To fully support national events such as 'Fish Friday' so that income-generating potential is realised directly and through the fundraising efforts of third parties and volunteers.

LOCAL EVENTS

- To support fundraising events organised and promoted by volunteers, offering guidance, advice and motivation as necessary, thereby increasing the income potential from such events.
- To recruit and retain third party fundraisers, thereby increasing income.

CORPORATES

- To solicit support from local companies to assist with your attaining your objectives.
- Particular focus on maintaining and building upon the relationships with the Fish and Chip shop industry in the area

LEGACIES

- To use every opportunity to effectively promote legacy giving

IN MEMORIAM

- To cost-effectively promote the In-Memoriam scheme

CHURCHES, GROUPS & ASSOCIATIONS

- To generate income from local Groups and Associations encouraging support for national initiatives.

PROMOTING THE CHARITY

- To cost-effectively and accurately promote and represent the work of the charity.
- To work within the Christian ethos of the charity at all times and to maintain the integrity and respect of the charity's reputation.

GENERAL AREAS OF RESPONSIBILITY

ADMINISTRATION

- To regularly report to the Director of Business Development as required.
- To keep and submit records of all fundraising contacts and activities, as required by the Director of Business Development.

WORKING WITH OTHER FISHERMEN'S MISSION COLLEAGUES

- To work cooperatively with other staff and team members so that beneficial outcomes are thereby maximised.

GENERAL

- To perform such other tasks as the Director of Business Development might require.
- To ensure all activities comply with appropriate legal requirements and with the Fishermen's Mission policies.

Candidates must be able to drive and have use of a car as this role requires some travel.

Terms and Conditions

Annual Salary: £3900 for one day a week. (8hrs)

Probationary period: 3 months.

Group personal pension plan: available on satisfactory completion of 3 months service.

25 days annual leave plus public holidays.(pro rata)

Location

Whitby and Scarborough area

Closing date for applications is Tuesday 18 April 2017. Please apply using the application form available on our website;

<http://www.fishermensmission.org.uk/get-involved/vacancies/>

Interviews will take place on Thursday 4 May 2017 at Whitby Seafoods Ltd, Fairfield Way, Whitby, North Yorkshire, YO22 4PU

Further information regarding the Fishermen's Mission can be obtained from our website:
www.fishermensmission.org.uk

Find us on Twitter (@thefishmish) and Facebook