

JOB DESCRIPTION

JOB TITLE:	Community Engagement Officer
DURATION:	Permanent, full or part time role
SALARY:	£28,140 (SP 5)
BENEFITS:	Employers pension contribution - up to 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme.
HOURS:	Monday to Friday 37.5hrs. (some evening weekend events may be required)
HOLIDAYS:	25 days plus bank holidays
REPORTING TO:	Senior Fundraising Officer
LOCATION:	Bromley, Kent (with occasional visits to Wandsworth, London as required) with opportunities for some homeworking.
START DATE:	January 2022

Purpose

- To play a key role in the development and implementation of BeyondAutism's fundraising activities with a key focus on securing funding for our Early Years' Service in Bromley.
 - To build and develop relationships in the community/s by providing excellent support and stewardship to our volunteers, events, and key supporters in order to increase income in keeping with our funding strategy.
 - To ensure online and offline local fundraising campaigns are integrated and digital channels are used effectively. Contribute to digital fundraising campaigns to ensure messages, reporting and content creation work together to provide a better experience for our supporters.
-

About Us

BeyondAutism's vision is to ensure everyone with autism accesses an education which empowers a life full of choice, independence and opportunity. We run Independent Special Schools for children

aged 4-19, a Post-19 service, Outreach and Training and an Early Years' service for families and carers.

Our Fundraising Needs

This role is new and represents an exciting opportunity for a committed Community Engagement Officer to play an integral role in the continued growth of our charity, which provides lifechanging education services and support for children and their families. We are seeking a committed fundraising professional who will see first-hand the benefits of their efforts.

This exciting role will see you use your experience to develop new community-based opportunities and income, growing our presence locally. This is your chance to be part of a small but ambitious fundraising team wanting making a real difference with a key focus on our Early Years' service in Bromley.

Main Duties and Responsibilities

To support in the development and achievement of the Organisation's strategic objectives through:

Community Engagement and Fundraising:

- Proactively seek new 'in aid of' supporters in the local community including local companies, schools and clubs.
- Build relationships and steward local community groups, memberships and associations to encourage ongoing engagement.
- Support the delivery of community challenge events.
- Ensure that fundraising activity complies with relevant legal requirements.
- Any other duties which may reasonably be required of the post.
- Utilise the donor database to develop and manage supporter relations.
- Support the management of online fundraising platforms and help and encourage supporters (indv. and corporate) in using these to maximise revenue.
- Support the creation of engaging and innovative storytelling content for multi-channel use, aiding the planning and delivery of online fundraising campaigns.
- Assist the creation of marketing materials including fundraising packs, posters and website copy to recruit supporters and advertise events.
- To be an ambassador for BeyondAutism.

Planning, Monitoring and financial management:

- Contribute to and deliver against annual targets and budgets.
- Ensure that accurate, up to date financial and supporter records are maintained and are accessible.
- Receive, record, bank and process income and ensure that strict financial controls are maintained.

To fulfil the administrative elements of the post:

- Keep clear, accurate records relating to all fundraising events and activities.
- Manage and maintain the donor database and ensure all donations, communications, and gifts are accurately logged.
- Provide first class supporter engagement through telephone calls, meetings, letters and ensuring all supporters are thanked and acknowledged in a timely manner.

To fulfil any other responsibilities of the post including:

- Demonstrating commitment to BeyondAutism's mission statement and aims.
- Attending internal or external meetings as required.

This is a description of the job as it is presently constituted. It is the practice of BeyondAutism to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the Organisation's aim to reach agreement on changes, but if agreement is not possible, the Organisation reserves the right to insist on changes to your job description, after consultation with you.