



Job Description

Role: Fundraising Officer

Responsible to: Director

Responsible for: Fundraising volunteers

Location: Sydenham Garden Resource Centre (SE23 2LW) and working from home

Hours: Part-time (2 days a week)

Contract Length: Fixed term 12 month contract

Salary: £29,000 pro rata (eq. to £11,600) with 6% pension contribution.

Holiday: Annual Leave Entitlement is 25 days pro rata plus bank holidays as applicable.

This role requires an enhanced Disclosure and Barring Service check (DBS)

Our Organisation

Sydenham Garden, based in Lewisham in South East London, is a unique wellbeing centre utilising its gardens, nature reserve and activity rooms to help people in their recovery from mental and physical ill-health. We provide nature and arts based creative, social and therapeutic activities for co-workers (the name we give to our primary beneficiaries). People are referred to us from community organisations and health professionals and we use an integrative approach where those with different degrees of mental and physical ill-health come together with volunteers from the local community to reduce social exclusion and prejudice. Each year we work with on average 250-300 co-workers and over 60 volunteers.

Currently co-workers can take part in one of four main projects: Garden Project, Art and Craft Project, Sow and Grow Dementia Project, and Growing Lives Project, each with a different theme and emphasis. We also run supplementary activities including community lunches, a walking group, singing and movement sessions, and regular clubs. Since 2012, in line with increasing local need and demand for our services, we have grown from two projects on one site to four core projects over two sites and from two to 15 members of staff. Since March 2020 we have also developed a new strand of online group delivery and regularly explore partnerships and collaborations with other community organisations.

The Role

Sydenham Garden has a strong track record of raising funds from Trusts and Foundations and also of generating income through contracts for services, corporate volunteering, sales of produce and hire of our sites and indoor venue. The organisation has a small but growing base of supporters who donate a regular subscription towards our work as 'Friends' and we run seasonal community events to further support our fundraising goals. Sydenham

Garden is values-led, with our co-workers (our beneficiaries) at the centre of everything we do. We are looking for a talented, experienced, professional who will raise income for our work and also support our core values of respect for people, environment and community across all aspects of their work.

Working with the Director and Board of Trustees you will help us bring in over £450,000 per year of grants, contracts, individual giving and community fundraising income.

The Fundraising Officer will bring enthusiasm for our work and values, a commitment to improving access to the creative arts and natural environment for underrepresented groups, an understanding of the benefits of our approach to improving mental health and have a successful track record of approaching and working with funders.

Thanks to grant funding we are able to employ the Fundraising Officer for a period of 12 months in the first instance. There may be scope to extend the role, further funding dependent.

Key Responsibilities

Trusts and foundations

- Support the Director to maintain our relationships with the trusts and foundations funding our work
- Identify and prioritise new grant opportunities
- Draft applications, working with staff to understand project plans and tell the story of our impact
- Prepare grant reports, gathering outcome information and drafting content
- Maintain a grant database, keeping track of our obligations and deadlines

Individual giving

- Steward donors, regularly communicating with our supporter base and sharing impact stories
- Encourage supporters to become monthly donors or 'Friends'
- Lead an annual crowdfund appeal and identify other similar potential areas of increased revenue
- Work with our Finance Officer to maintain a donor database
- Explore legacy giving opportunities

Community fundraising

- Recruit volunteer fundraisers and offer support and publicity to their fundraising activities
- Work with the Business and Premises Manager to develop business and corporate support of Sydenham Garden

General

- Work with wider team to identify potential partners for joint funding applications and projects
- Produce quarterly reports for the Board with progress of fundraising against agreed targets, operational activities and strategic objectives
- Gather promotional stories and images

- Assist team in production of regular e-news and newsletter
- Feed into our social media output, raising awareness of our work

Other areas that will require contribution from the Fundraising Officer:

- Events planning and co-ordination.
- Organisational communications and marketing planning and activity.
- Other tasks as and when required e.g. providing holiday/ sickness absence cover for relevant staff across the team.

The postholder will be required to attend training as appropriate in line with the scope of their role and the development needs of the organisation.

They will also be required to attend occasional 'out of hours' activities which may be in evenings or weekends. Time off in Lieu will be available for this work. This role will demonstrate a commitment, and make an active contribution, to the vision, ethos and culture of Sydenham Garden.

Person Specification

Essential

- Outstanding communication skills in written and spoken English
- Significant experience of grant based fundraising
- Experience of successful bids for funds of £50k and over
- Experience of raising income from other sources
- Ability to quickly build relationships and trust
- Strong research skills
- Experience in motivating and inspiring others
- Ability to work to tight deadlines
- Comfortable managing complex and competing deadlines
- Ability to work independently
- Ability to gather and synthesise content from different contexts -from specific data and personal stories to sector trends and national policy
- Knowledge and experience of the charity sector and fundraising trends
- Highly motivated to raise funds for our work

Desirable

- Experience of supporting people to tell their own story
- Knowledge of issues affecting those living with mental ill health
- Experience of working in a small charity and the challenges and opportunities that this offers

To Apply

Please email your completed application form to: jobs@sydenhamgarden.org.uk by 9am Monday 26th April 2021.

Interviews will take place on Tuesday 11th May 2021.