

Fundraising and Events Officer

This is a rare opportunity to join the fundraising team at 1625 Independent People. The main purpose of this role is to support 1625 to raise vital unrestricted funds and pro-bono support, so the charity is able to deliver life changing projects to young people across the South West.

You will be leading on our biggest fundraiser of the year, Sleep Out. Through this and other events, and guided by our fundraising strategy, you will develop new and existing relationships to support 1625 financially, through time given pro-bono or volunteering.

You will be meeting business', individuals and community groups around Bristol and the South West, as well as attending some events and running events. We also have two regular team office days per week.

You will be comfortable managing a varying workload and working with a wide range of people both internally and externally. By meeting people in person and attending events throughout the year, you will build support and champion the work that we do.

You will be detail orientated in your delivery and be driven to produce high quality events and fundraising communications.

This is a full-time role, and flexible working is supported.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is Wednesday 10th May 2023 at 23:59.

We are striving to better represent the young people we support and therefore are particularly keen to increase applications from ethnic minority groups, Muslim and male candidates as they are currently under-represented in our organisation. We also encourage applications from people with relevant lived experience.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

Who are we?

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters and take pride in seeing the results of our work in social outcomes and improving young people's lives.

What you will be doing:

- Being confident, passionate and enthusiastic, with a positive approach, you will build productive relationships with community groups, individuals, corporates and supporting their fundraising activities.
- Working in a proactive way, you will organise and support events, such as our annual Sleep Out, our AGM, and corporate events.
- Tapping into your creativity and commitment to deliver, you will design and deliver a schedule of fundraising campaigns and events, in line with the funding priorities, including the relevant content and resources.

You will be in the Funding and Communications Team and your line manager will be Katy Greenlaw, Communications and Community Fundraising Manager.

At 1625ip we are led by our Competency Development Framework. This connects our values to our behaviours in everything we do and gives us the tools to develop. The framework ensures our recruitment is better informed, applications and interviews are behaviourally based and job profiles are developed on the 'how' of a job.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

Contract details:

- **Hours per week:** 37.5 per week
- **Contract type:** Permanent
- **Pay:** £25,878 - £27,344 per annum
- **The location:** You will be based in Kingsley Hall, in Old Market, close to Bristol's main train and bus stations as well as the vibrant city centre. There is also flexibility and support to manage working from home.

A few benefits at 1625ip:

- An opportunity to interact with a lot of different groups and different people.
- 30 days holiday plus 8 Bank Holidays.
- Flexi-time
- Hybrid working
- A supportive and motivated team with an emphasis on colleague wellbeing
- A learning and listening environment, as our work is rooted in a 'Psychologically Informed Environment' framework known as 'PIE'.

Important dates:

- Application deadline closes: 23:59, **Wednesday 10th May 2023**.
- If you have not heard from us by **Monday 22 May 2023**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Thursday 25 May 2023**.

Application information:

- To access the Job Pack and submit an application, please visit the vacancy page on our website: [Job Openings \(peoplehr.net\)](https://peoplehr.net)
- You will be asked to answer 4 questions at the end of the Word application form. These are required to ensure your application can be shortlisted.
- **Please note the online e-application form cannot be saved so we recommend you prepare your Word application form before you start filling in the e-form.**
- Please get in touch with us if a hard copy of the application form would be preferred. We will organise a time for you to collect it from and return it to Kingsley Hall (our main office in Old Market). An online application will then be created for you.

Contact us:

- To have an informal chat about the role, please contact Katy Greenlaw: katy.greenlaw@1625ip.co.uk
- If you have any queries, please email jobs@1625ip.co.uk
- For support with your application should you need it, [Future Bright - WECA](#) provide free coaching.

Equal opportunities for everyone:

We believe those with a criminal record should have an equal chance to become employees or volunteers and encourage applications.

As an organisation who safeguard and promote the safety and welfare of children, young people and adults at risk, any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) check. We comply fully with the DBS code of practice and undertake to treat all applications for positions fairly. For successful candidates with a criminal record, a risk assessment process will take place with the recruiting manager.

We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our [Policies](#) section on the website, for further information.