



Registered charity number 1155419  
 Registered Address: Pear Tree Centre, Bungay Road, Halesworth, Suffolk, IP19 8SG

## Job Description

<b>Job Title</b>	Fundraising Officer
<b>Reporting to</b>	Finance Manager
<b>Accountable to</b>	Trustee Board
<b>Working hours</b>	28 hours per week – to be worked flexibly and to include occasional evenings and weekends.
<b>Salary</b>	£27,720 (pro rata to £34,650 full time equivalent)
<b>Contract</b>	2 years (renewable if funding allows)
<b>Base</b>	Home based (but with travel around the Halesworth area and attendance at meetings at the Pear Tree Centre as required)
<b>Main relationships</b>	<ul style="list-style-type: none"> <li>• Finance Manager</li> <li>• Chair of Trustee Board</li> <li>• Events Committee</li> </ul>

### Main Purpose of the Role

This is an exciting opportunity for an experienced fundraiser, who has a passion for improving the support for people at the end of life and with life-limiting conditions, as well as their families and carers.

To lead on community and online fundraising and grant funding applications, ensuring that fundraising for the Pear Tree Fund is conducted in a legal, honest and accountable way.

You will work with our events committee, trustees and staff to build a sustainable events and community fundraising programme, develop on-line fundraising and engage with local businesses and support individual donors. You will research trust/foundation grant funding opportunities and prepare applications and produce monitoring reports.

### Key responsibilities

1. Building a network of engaged and committed volunteer fundraisers in the local area, encouraging them to fundraise and raise awareness of the cause within their own networks
2. Developing relationships with major donors, companies and community organisations in our local communities, seeking opportunities for fundraising partnerships
3. Providing excellent supporter care, placing our supporters at the heart of everything you do
4. Managing individual donors, developing individual giving and legacy work

5. Development of online giving, with a focus on digital fundraising
6. Raising awareness about the work of the Pear Tree Fund within local communities – representing the charity at presentations, talks and events
7. Developing and delivering an annual local participation fundraising event/campaign (either virtual or in person), building on current plans and recruiting participants and supporting them with their fundraising.
8. Working closely with the Events Committee, helping to establish a timetable of events for the year, in order to run events around key dates e.g. Dying Matters Awareness Week.
9. Accurately record and manage supporter data on our CRM system, ensuring it is up to date and GDPR compliant
10. Create marketing and promotional material in accordance with the Pear Tree Fund branding, to support fundraising activities as required
11. Be responsible for trust and foundation grant funding applications and other bids and proposals, liaising with staff to ensure that relevant information is provided in support of bids.
12. Submit monitoring reports to grant providers, detailing the impact and benefit derived, including the production of beneficiary case studies as required.
13. Overseeing the production of the monthly newsletter.
14. Updating of social media and the web site and relevant fundraising platforms e.g. People's Fundraising.

This list is not exhaustive, and additional responsibilities will be agreed with the Finance Manager and the Chair of Trustees.

**All PTF staff are expected to:**

- Ensure that information is collected, processed, and stored lawfully to information governance best practice standards and complies with the requirements of the Data Protection Act 2018 and other legislation.
- Work to all PTF policies and procedures, including:
  - Adhering to safeguarding, confidentiality and health and safety
  - Maintaining professional boundaries when working with those access PTF services, professionals, volunteers, and staff.
- Promoting equal opportunities and respecting diversity within all aspects of their work
- Undertake training and continuous professional development opportunities appropriate to their role and seek to improve personal performance, contribution, knowledge and skills of self and team.
- Undertake additional duties, as reasonably requested by your line manager
- Undergo a full DBS check and have/develop an understanding of safeguarding issues

**Our selection process**

Please submit your CV and supporting statement (outlining your suitability to the role and your interest in working for The Pear Tree Fund) to [claire.boyne@peartreefund.org](mailto:claire.boyne@peartreefund.org) by 5:00pm on Friday 25<sup>th</sup> April 2025. Please note that applications that do not include a supporting statement will not be considered. Interview date to be confirmed.

## Person Specification

### Experience

A minimum of three years fundraising experience	D
Experience of delivering high quality supporter care	D
Experience of developing and delivering new fund-raising products and campaigns	D
Experience of writing grant/trust funding bids and preparing monitoring reports	D
Able to work across a variety of audiences	E
Experience of developing, new and compelling fundraising marketing messages and materials.	E

### Knowledge and Skills

Excellent communication skills (both written and oral)	E
Ability to build and maintain relationships with a wide variety of audiences, from supporters, local organisations, corporates and high value donors.	E
Ability to balance a varied workload, working from home but keeping in close touch with the PTF	E
Awareness of the work of the Pear Tree Fund and a willingness to work speedily to understand all aspects	D

### Attributes

Professional and person-centered approach e.g., acting with integrity	E
Self-motivated, enthusiastic and reliable, adopting flexible and adaptable approach	E
Ability to work empathetically and effectively across diverse populations	E
Proven ability to work well with others in a team environment i.e. with the Events Committee	E

### Other

Flexible approach to working hours and days (ability to work some evenings and/or weekend hours to support events)	E
Ability to travel across area of benefit to meet beneficiaries or attend events.	E