

**MENTORING PLUS BATH AND NORTH EAST SOMERSET LTD.**

**Job Description**

Job Title Community & Events Fundraiser

Purpose Support the organisation to engage community fundraisers and donors to maximise unrestricted funding from our community. Plan, promote and implement keynote fundraising events to raise funds. Support the delivery of enterprise activities. Connect the charity to community volunteers, advocates and supporters and positively influence the community’s awareness and perception of our work.

Responsible to Fundraising Manager

Contract Permanent PAYE c.15 hours per week. scope for hours flexibility e.g. in school holidays

Salary: From £14.40/hr (£28k FTE) dependent upon experience

Location: Bath based (free onsite parking) with scope for some hybrid working. Some local travel involved (expenses paid)

**The organisation:** Mentoring Plus is an award-winning community charity supporting children and young people across Bath & NE Somerset who are struggling with education, family difficulties or emotional wellbeing. Our vision is a world where all young people feel safe, feel heard and feel hopeful for their future.

Our charitably funded work provides trained volunteer mentors and skills-building group activities to help young people feel happier, stay safe, engage with education and reduce risk-taking behaviour.

Young people choose to engage with mentoring even when all other interventions fail. Since 1998 we’ve enabled our community volunteers to support over 2,000 children and young people to feel more confident, improve their wellbeing and pursue positive new interests and pathways.

We’ve held a local authority commission for early help volunteer mentoring since 2005. We’re building a professional mentoring practice to support higher-need young people, and in 2018 won a second commission to support students at risk of school exclusion, renewed in 2025. We also provide open-access youth clubs 2 nights per week.

**Role profile:** An exciting, flexible opportunity to join a small and committed fundraising team at Mentoring Plus. We’re looking for someone who is a confident event organiser and relationship builder, who can develop and leverage connections with individuals, businesses and external event organisers to maximise opportunities. As part of an energetic team, you’ll be responsible for a number of key fundraising events over the year, while supporting campaigns, networking and enterprise projects in between.

**Job Description:**

*Specific to the role*

* Design, plan and implement key fundraising events over the year, building on existing formats and developing new as opportunities arise
* Build and maintain relationships with existing and potential donors including local businesses, organisations, and individuals to achieve fundraising targets required.
* Effectively steward relationships by ensuring supporters are thanked, communicating the impact of their gift and maximising their opportunities to give.
* Develop and maintain relationships with key organisations and networks in the local area to promote our work and maximise collaboration.
* Promote opportunities for individuals and businesses to engage with Mentoring Plus through their own fundraising events and challenges.
* Engage with young people to ensure our communications reflect their experiences.
* Ensure fundraising is carried out and all funds are efficiently collected in accordance with our Cash Handling Policy.
* Ensure the charity’s communications consistently reflect its values, preferred vocabulary and the sensitivities of its service users and their families.
* Ensure Gift Aid is accurately claimed and reported on all income sources.
* Maintain up to date records using our Donorfy CRM and provide regular reports of financial forecasts and progress to date for management and trustees.

*General responsibilities*

* To promote the mission and values of Mentoring Plus at all times
* To understand and carry out the policies and procedures of Mentoring Plus as detailed in the Staff Handbook
* To maintain accurate records for monitoring systems purposes
* To attend any internal meetings and to represent Mentoring Plus at any external meetings as required
* To work flexibly as agreed during week days, including occasional evenings/weekends for which TOIL is taken
* To support and promote the wider work of Mentoring Plus as appropriate
* To undertake any other duties within the scope of the role.

**Person Specification**

*Essential:*

* Great interpersonal skills, including the ability to quickly build rapport with supporters and colleagues of all ages and backgrounds
* Strong written and verbal communications skills, developing compelling content and messaging which attract, persuade, and inform a variety of different audiences
* Experience organising logistics and content of successful events
* Track record of achieving targets (financial or similar)
* Good knowledge of our region and communities Accurate record keeping and attention to detail
* Experience of using databases, CRM systems or equivalent
* Ability to report and reflect on outcomes of events, campaigns and donor relationships.

*Desirable:*

* Some experience of fundraising activities and / or the charity sector
* Full UK driving licence and willingness to drive within the region
* Knowledge of personal data management / GDPR.

*Mentoring Plus is committed to maximising inclusion irrespective of age, gender identity, heritage, ethnicity, background, life experiences, disabilities, learning difficulties, lifestyle, beliefs etc, provided that individuals are able to meet the requirements of the role with appropriate support. We operate a strict equal opportunities policy for both adults and young people. Our central Bath premises have parking and are wheelchair accessible.*

*Safer Recruitment procedures will be followed including an enhanced DBS check and employment references taken and verified.*