



JOB DESCRIPTION OF THE BDFFA FUNDRAISING OFFICER

RESPONSIBLE FOR	<ol style="list-style-type: none"> 1. Helping to secure funding for BDFFA projects and core activities 2. The co-ordination and delivery of the BDFFA Fundraising Strategy including helping to increase the awareness and support for Batten Disease overall amongst affected families, professionals and the general public. 3. Working with the Charity manager and other team members, to prepare funding proposals and research and develop potential funders, particularly corporates and trusts. The fundraising officer will also help to generate income for the BDFFA through events and individual giving.
RESPONSIBLE TO	BDFFA Charity Manager
LOCATION	Work generally from home with some travel mainly in the UK
SALARY	£13.40/per hour (for 25 hours per week =£17,420 per annum) £26,130 per annum pro-rata
HOURS OF WORK	25 core hours per week plus some overtime for training and occasional weekend or evening work to support events. Some fixed hours per week, the rest can be flexible.
ANNUAL LEAVE ENTITLEMENT	125 hours per year (equivalent to 5 weeks part-time leave)
DURATION	The post is for 2 years with a review of its effectiveness to continue after this time.
CLOSING DATE FOR APPLYING	The closing date for applying is 2 nd February 2012.

JOB PURPOSE	To formulate, with the Charity Manager, the BDFFA's Fundraising Strategy and be responsible for the delivery of it, ensuring sufficient funds are available for the BDFFA to achieve its overall strategic aims.
BACKGROUND	<p>The BDFFA's objective is to be the central point of excellence in the UK for children and families living with Batten Disease. The BDFFA also seeks to raise awareness and facilitate research into Batten Disease.</p> <p>Currently, the BDFFA has a team of 4 members of staff: a Charity Manager, Fundraising Officer, Family Support Officer and Finance Officer.</p>

MAIN DUTIES OF THE BDFA FUNDRAISING OFFICER

ADMINISTRATION	<ol style="list-style-type: none"> 1. To act as a first point of contact for fundraising enquiries, providing information and co-ordinating responses. 2. To compile the regular Batten Bulletin, help promote the annual Conference, maintain the fundraising section of the website, and issue letters of thanks. 3. To provide support and advice to individuals or groups electing to fundraise of behalf of the BDFA and ensure all fundraisers have suitable guidance about agreed procedures to ensure all events and activities operate within these guidelines and Charity Law. 4. To continue to develop the range of suitable fundraising leaflets, merchandise and manage stocks. 5. To plan and co-ordinate BDFA fundraising events and activities. 6. To develop and maintain DonorStrategy. 7. To give talks and presentations as appropriate and to attend occasional events to promote the BDFA. 8. To ensure all fundraisers follow fundraising Charity procedures and guidelines
FUNDRAISING	<ol style="list-style-type: none"> 1. To identify development opportunities and priorities for improving BDFA fundraising 2. To identify and deliver grant opportunities. 3. To contribute to and implement the BDFA's Fundraising Strategy in order to achieve income targets set in conjunction with the Charity Manager. 4. To monitor and record the effectiveness of the different types of fundraising and implement any best practices identified. 5. To periodically review the BDFA's Fundraising Policy and procedures. 6. To increase the awareness of what the BDFA has to offer in support services to the members, professionals, media and the public. 7. Make effective links and develop partnerships with appropriate donors and organisations.
GENERAL WORKING PRACTICES	<ol style="list-style-type: none"> 1. Adhere to the requirements of the BDFA's Philosophy, Mission statement, Constitution and adopted Policies and Procedures. 2. Develop an understanding of the children and young people who have Batten Disease. 3. Act in a responsible manner at all times, respecting the privacy of information stored and received and safeguarding affected families. 4. Assist in maintaining a safe working environment and to follow the requirements of the BDFA's Health and Safety Policy, Home Working Policy and any other set of working practices established. 5. Ensure compliance with statutory requirements laid down under: Charities Act, Protection of Vulnerable Adults, Health and Safety at Work and any relevant EU directives, The Children Act, any other relevant legislation.

PERSON SPECIFICATION FOR THE ROLE OF THE BDFA FUNDRAISING OFFICER

The person appointed will be expected to have the key essential skills, knowledge and experience listed below (E for essential). The items under 'desirable attributes' (D) will also be useful for the BDFA and the post holder. However candidates who do not have these desirable attributes should not be deterred from submitting an application for consideration.

QUALIFICATIONS/ EXPERIENCE	Education to 'A' level standard	E
	Demonstrable experience in fundraising including: Securing funds from a range of funding sources Developing partnerships with funders and other stakeholders including companies Bid writing Researching funders Developing the fundraising skills of others	E
	Experience of managing/ controlling budgets	D
	Experience of dealing with the media and other organisations	D
	Experience of work with disabled children and their families	D
KNOWLEDGE	Experience of working within the charitable sector	E
	Working knowledge of Charity Law and good practice with regard to fundraising activities	E
	Familiar with issues affecting people with disabilities and their access to services and therapy opportunities	D
	Knowledge of Batten Disease	D
SKILLS/ABILITIES	Excellent written and oral communication skills and the ability to present information clearly and succinctly	E
	Good interpersonal skills and the ability to liaise effectively with a range of people at all levels	E
	Ability to prioritise day-to-day demands, while continuing to focus on long-term objectives	E
	Personal commitment to equal opportunities and anti-discriminatory practices	E
	Excellent IT skills, particularly databases	E
	Ability to demonstrate an understanding of the needs of people with a disability and the impact on the family	E
	Ability to travel	E
	Ability to be flexible to accommodate a varying workload with the ability to work outside prescribed hours as required	E