



## **JOB DESCRIPTION**

**Job Title:** Fundraising Co-Ordinator RDA Group Support

**Reports to:** Fundraising Manager

### **Role Purpose:**

To develop and deliver support for RDA Groups to increase their income from fundraising and to work with a continual emphasis on delivery of service to RDA Groups and volunteers.

### Specific Responsibilities

1. To develop and implement a system to increase the income to RDA Member Groups from grants and Trusts, by:
  - Providing regular information to relevant individuals at Groups about funding possibilities and opportunities;
  - Creating and providing information for applications and model applications for grants;
  - Providing specific support for Groups with larger capital fundraising projects (over £100,000);
  - Advising Groups on their Reserves Policy
  - Developing and providing training and information about applying for Grants to RDA Groups;
  - Sharing and celebrating success and best practice across Member Groups;
  - Promoting GiftAid reclaims amongst RDA Groups to encourage registration and claims where relevant;
  - To support the trust and grants fundraising efforts of RDA Regions.
  
2. To contribute to fundraising events, by:
  - Organizing and attending new and existing events to support fundraising, where required;
  - Working with partners to develop new opportunities to attend and fundraise at events;
  - Maximising income from events, in line with the overall fundraising plans and strategy;
  - Contributing to the annual calendar of events and defining event purposes and targets clearly, in liaison with the Fundraising Manager.
  
3. To contribute to the overall fundraising plan and targets, by:
  - Working with the Fundraising Manager and other members of the team to create realistic and clear targets;
  - Attending and contributing to ICAP meetings
  - Providing support for other areas of fundraising as required.
  
4. To be pro-active in communicating with RDA Groups, by:
  - Working with Groups to advise them on their fundraising plan and fundraising activities
  - Listening to the achievements and / or fundraising concerns of individual groups;
  - Explaining the ways in which National Office can support and enable each group to flourish;
  - Visiting groups to advise on good fundraising practice;
  
5. To assist others at National Office, by:
  - Attending and servicing the National Championships;
  - Participating in duties as identified by the weekly rota.
  
6. To undertake such other duties as the Chief Executive or Fundraising Manager shall from time to time determine.

**Person specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Recent experience of working in a fundraising environment</li> <li>• Proven track record of successful fundraising</li> <li>• Knowledge of fundraising 'best practice'</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with local community groups</li> </ul>
<b>Planning &amp; Project Management</b>	<ul style="list-style-type: none"> <li>• Experience of managing projects including setting and managing budgets, working to deadlines and contributing to strategic plans</li> <li>• Experience of planning within a complex organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing volunteers</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (verbal and written)</li> <li>• Excellent presentation skills</li> <li>• To be a confident speaker</li> <li>• Experience of external representation of an organisation</li> <li>• Experience of report writing</li> <li>• Ability to contribute at board meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of PR and working with the media.</li> </ul>
<b>RDA</b>	<ul style="list-style-type: none"> <li>• Empathy with aims and values of RDA</li> <li>• Experience of working with a charity (as an employee or partner)</li> </ul>	<ul style="list-style-type: none"> <li>• Empathy with volunteering</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Ability to work independently to agreed targets</li> <li>• Generation of creative ideas</li> <li>• Ability to multi-task</li> <li>• Good general IT skills including the ability to use databases</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with disability groups, sporting organisations and/or horses</li> </ul>

The role is Full Time based at RDA National Office in Warwick on a 2 year Fixed Term Contract. Salary £20,000 p.a.

Apply by email to [satkinson@rda.org.uk](mailto:satkinson@rda.org.uk) or post to Sal Atkinson, RDA, 1A Tournament Court, Edgehill Drive, Warwick, CV34 6LG by sending your current CV along with a covering letter explaining why you think you would be a suitable candidate for the role.

Closing date Monday 6 February 2017. Interviews Friday 10 February 2017.