

COMMUNITY AND EVENTS FUNDRAISING OFFICER – Jubilee Sailing Trust

Location: Southampton

Salary: Dependent on experience

(Please feel free to email jane@flexiblehrsupport.co.uk for a full job description and to discuss salary requirements)

Would you like to work for a progressive charity that transforms lives and is currently going through an exciting period of transformation and international expansion?

The Jubilee Sailing Trust (JST) world leader in social inclusion, bringing together people of all backgrounds and abilities to sail as unified crew on board two purpose built tall ships, Lord Nelson and Tenacious.

The JST is known and respected throughout the world. In recognition of its work, the JST has been accredited by the United Nations Convention on the Rights of Persons with disabilities. This is an opportunity for you to have a life changing adventure of your own by playing a leading role as part of a fast moving, dynamic team.

Job Responsibilities

- Maximising income and building the profile of the Jubilee Sailing Trust by planning and delivering a successful series of fundraising events and strengthening and growing our volunteer community
- Working closely with the Fundraising Manager to ensure all appeals and campaigns are fully integrating with our volunteer branches.
- Managing the Fundraising Events Administrator and Volunteer Administrator
- Managing the events and community income and expenditure income streams
- Supporting the team in delivering the agreed departmental strategy, goals and fundraising budget
- Working effectively with the wider fundraising team and other teams within the JST to maximise income for the Trust

The Successful Candidate

- Demonstrable ability to negotiate with and influence others
- Confident and approachable
- Excellent verbal and written communication skills
- Strong project management skills
- Experience of working for charity in a fundraising department
- Ability to manage income and expenditure budgets
- Highly organised with the ability to prioritise a busy and varied workload
- Excellent attention to detail
- Experience of managing volunteers to assist with charity presence at events
- Line Management experience

Success in this role will require proactive collaboration and teamwork across the entire organisation.

To Apply

Please send your CV and covering letter, including salary expectations to jane@flexiblehrsupport.co.uk

Closing date: 25th November 2017