



## FUNDRAISER

23-24K pro rata

15 h/w, 12 month Fixed Term Contract

Based Tir Coed office, Aberystwyth

Tir Coed is seeking an accomplished Fundraiser with a passion for making good things happen for disadvantaged people, communities and the natural environment. We deliver learning and wellbeing programmes across the counties of Dyfed Powys.

The post-holder will join an enthusiastic and skilled team of 26, working closely with a management team of 5, helping Tir Coed achieve our strategic plans, including increasing our financial sustainability and ability to connect more people with the natural environment, their community, and their potential.

<https://www.youtube.com/watch?v=8QQ26FUtUwc>

If you are interested in applying for this position, please note the following process:

**Application:** Please send a covering letter (2 pages of A4) detailing how you meet the essential and desirable criteria of the person specification below (including specific examples of funds raised) and a short (2 page) CV to [admin@tircoed.org.uk](mailto:admin@tircoed.org.uk).

**Closing date:** Sunday 8<sup>th</sup> March 12am

**Interview date:** 26<sup>th</sup> March

### JOB SPECIFICATION:

- 1) Identify suitable grants, tender opportunities and income generating projects and ideas which might support the delivery of Tir Coed's activities and the development of our organisation
- 2) Work with the management team to deliver and develop the fund-raising strategy



- 3) Develop, carry out research for and regularly update our database of funding opportunities, specifications, contacts, deadlines etc
- 4) Write/complete/contribute to grant applications, expressions of interest and bids
- 5) Write/complete/contribute to outcomes reports
- 6) Network and develop connections with trust funds and other funder networks
- 7) Manage Tir Coed's activity on the Sell2Wales portal
- 8) Develop Tir Coed's legacy and other individual giving plans
- 9) Report on a monthly and quarterly basis on progress against targets
- 10) Develop appropriate fundraising templates
- 11) Ensure that all relevant Tir Coed plans, policies and procedures are being adhered to; and input into their development and review
- 12) Complete timesheets, travel claims, and other reports as required in a timely manner.
- 13) Identify any barriers to the successful delivery of projects and targets and agree on any remedial and improvement actions that are necessary
- 14) Attend bi-monthly team meetings and quarterly finance meetings'

## QUALIFICATIONS AND EXPERIENCE:

The following competencies are

### ESSENTIAL:

- Proven track record in developing successful bids/proposals/applications (to be demonstrated in interviews)
- Proven ability to work independently and methodically to deliver on a range of projects and activities
- Excellent communication and presentation skills (to be demonstrated in interviews)
- Excellent IT skills, including experience in the use of Microsoft Word, Outlook, Excel
- The ability to produce concise progress reports on a regular basis.



- The ability to juggle multiple deadlines and work methodically to meet deadlines.

### DESIRABLE:

- The ability to converse fluently and write to a high standard of Welsh
- Proven ability to communicate with grant managers, trust fund managers and individual donors
- Experience of monitoring funded programmes
- Experience of legacy fund-raising and individual giving

### OTHER:

The post-holder will have a current driving licence. We believe that a passion for our work supporting people and communities and improving woodlands for environmental, social and economic purposes will help you thrive in this role.

### ADDITIONAL INFORMATION:

#### Salary:

The salary is £23K-£24K pro rata and is paid monthly in arrears.

#### Hours:

This is a part-time post based on 15 hours per week (2 days). Flexible working may be agreed by arrangement. If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given. These hours may increase over time.

#### Annual Leave:

The post holder will have pro rata of 20 days annual leave a year, plus bank holidays.

#### Probation Period:



A Probation period of 6 months will apply, ending with a meeting with the CEO/Executive Officer and/or the Chairman of Trustees to ensure the post-holder is right for the post.

**Location:**

Location of the post will be our Aberystwyth Office. Some travel within the region and occasionally further afield will be expected.

**Travel and Subsistence:**

Where staff are required to travel by road on official business outside of travel to normal work locations, there will be provision of a mileage allowance of 40p per mile for the use of a private vehicle.

**Benefits:**

The post-holder will be joining a supportive and hard-working team, driven by the desire to make a difference to their local communities and be part of a solution to some of the toughest issues our rural communities face; climate change, bio-diversity loss, nature deficit disorder, lack of economic opportunities, and ill health.

**Additionally, Tir Coed offers:**

- Pension scheme
- At least 2 'away days' per year visiting green spaces
- In-house and external training
- Bilingual, friendly and supportive team; dynamic and co-operative
- Opportunity to develop the role over time
- Flexible working available
- A secure, respected and experienced organisation with a 5-year strategic plan, business plan, exemplar delivery model and a clear vision and mission.

**“LET’S BE PART OF THE SOLUTION TOGETHER”**