**Job Description**

Job Title: Community Engagement & Fundraising Officer

Hours: 37.5 (including occasional evenings & weekends as required)

Salary: £18,000 - £21,500

Holidays: 25 days per annum plus bank holidays (pro rata)

Reporting to: Engagement & Impact Manager

Location: Primarily based at Visyon Congleton, with outreach across Cheshire East. Flexible mix of home & office working available

**Visyon purpose:**

Visyon is a long-established mental health charity that supports the emotional health and well-being of children, young people and their families across Cheshire East. It offers a range of services, including one-to-one counselling, group work, mentoring and family support work, as well as training for schools.

**Visyon values:**

Compassionate, supportive, effective, non-judgemental, creative, passionate.

**Purpose of the role:**

The post holder will work to increase levels of community engagement with Visyon’s work, raising the profile of the charity locally. The post holder will raise funds from a range of sources across the local area and develop relationships with local volunteer fundraisers and groups

This role has an annual fundraising target associated with activity and will be target driven.

**General Duties**

1. Work with the Engagement & Impact Manager to implement the fundraising strategy to generate income to help meet the organisational budget requirements.
2. Build relationships with local communities and regional businesses to raise awareness of and increase support and engagement with Visyon’s work.
3. Work with the Marketing & Communication Team and fundraisers to drive and support community fundraising.
4. Establish a robust group of local supporters to help drive the community fundraising strategy.
5. Develop productive partnerships with a range of organisations and relevant groups, promoting the work of Visyon widely to encourage engagement with the Charity.
6. Coordinate the recruitment, management and development of volunteers for both the operational and marketing departments of the charity.
7. Attend fundraising, networking and other events as required, potentially in a wide range of locations requiring travel. This may involve some weekend and evening work.
8. Identify and follow up opportunities to secure non-cash or in-kind support, e.g., volunteering, pro bono support, donations of equipment.
9. Develop and nurture relationships with volunteer fundraisers, and support the formation of volunteer fundraising groups with the aim of maximising the funds they raise
10. Work with the Marketing & Communication Team to utilise all forms of media in the promotion of forthcoming events and the work of the charity.
11. Respond to and maximise local fundraising opportunities as they arise.
12. Produce a range of fundraising and supporter packs with Marketing & Communication Executive.
13. Produce accurate fundraising reports to inform Senior Management Team and Board of Trustees.
14. Collaborate productively with Visyon’s staff, volunteer team, and partner agencies to support the agreed work programmes against clearly defined objectives.
15. Ensure all data and monitoring information is recorded using Visyon systems, with emphasis on good record-keeping.
16. Work in strict accordance with Visyon’s values, policies and procedures
17. Take responsibility for reporting all safeguarding concerns in accordance with Visyon’s Safeguarding Policy.
18. To undertake any other duty, which is appropriate to the job, when requested by the line manager.

# Other Information

* The post holder will need to be prepared to travel within the area of work as required. Travel expenses for authorised use of own vehicle will be paid at an agreed rate when travelling away from the Congleton base. Train (second class) and bus fares incurred for business travel will be reimbursed.
* The post-holder will be subject to an enhanced Disclosure and Barring Services check.
* The role sits within the Marketing & Communications Team which is part of the wider business support services team.