



Fighting hunger, tackling food waste

### **Fundraising & Communications Assistant**

**Reporting to:** Fundraising Manager & Communications Manager  
**Location:** FareShare South West, Pritchard Street, Bristol BS1  
**Contract:** Fixed for 12 months with scope to extend subject to funding  
**Hours:** 37.5 hours/week  
**Salary:** £23,304 p.a.

### **About FareShare South West**

FareShare South West is the region's largest food redistribution charity, fighting food poverty and hunger by tackling waste. We source good quality food that is surplus to requirements from retailers and manufacturers. We rely on an army of volunteers to help redistribute this food to 400 frontline charities such as school breakfast clubs, community centres and organisations supporting those who are homeless, unemployed, socially isolated and recovering from addiction.

Find out more about us at <https://faresharesouthwest.org.uk>

### **The Role**

We are seeking a self-motivated, enthusiastic, creative Fundraising & Communications Assistant to join our friendly FunComms team. Flexibility and a positive attitude are essential, along with a desire to learn about fundraising and marketing in a charity. If you're dedicated, proactive and ambitious, FareShare South West is an excellent place to grow your career.

## Main Responsibilities:

### Fundraising

- Support the Fundraising Team to deliver fundraising campaigns, events and appeals.
- General fundraising administration across all income streams, e.g. sending thank you letters to supporters and answering donor queries.
- Assist our Supporter Care Officer in the management of our Fundraising database (Donorfy), tracking communications and donor stewardship.
- Help with monthly processes such as reconciliation of payments and analysing data to support our campaigns.
- Support the Fundraising Manager by writing grant applications, developing narratives for new programmes and projects, and reporting to funders.
- Organise fundraising and donor engagement events, liaising with other stakeholders to source pro bono support e.g raffle prizes.

### Communications

- Support the Communications team with the design, content and production of up-to-date marketing materials to support all areas of the organisation.
- Develop and implement a social media plan. Research trends and opportunities and create and share content (written, graphic design, photos and videos) across all channels to improve our presence and grow our followers.
- Develop a variety of fresh and relevant content to keep our website up-to-date, including video, photos and written case studies.
- Assist with monitoring engagement, analysing performance and reporting on effectiveness of our comms.
- Support the Communications Manager with the circulation and promotion of press releases.
- Assist with the delivery of internal communications.

### Fundraising & Communications

- Develop and manage the database of case studies.
- Act as an ambassador for our charity, sharing our values and engaging with the public.
- Work effectively with staff and volunteers, in particular members of the fundraising team.
- Undertake any other reasonable duties to support the operations of the charity.
- Support the FunComms team to deliver their overall strategy.
- Assist on monitoring progress, impact and success against KPIs.

### Person Specification

- **Essential Experience**

- Work experience (paid or volunteering) in communications, marketing, fundraising or relationship-building.
  - Experience in creating content including digital.
  - Strong skills in content writing and graphic design.
  - A familiarity with the best practices of social media and common platforms.
  - Ability to work on own initiative and to meet objectives and deadlines.
  - A willingness to do some travelling within the South West.
  - Confidence in answering the phone and responding to incoming enquiries.
- **Personal Qualities**
    - Excellent interpersonal skills and proven ability to form good working relations, both internally and externally.
    - Strong organisational skills and the ability to manage time, prioritise and plan effectively.
    - Creative thinker.
    - An interest in and commitment to FareShare South West's mission and core values.
- **Desirable**
    - Experience gained in a charity or social enterprise.
    - Photography skills.
    - Videography skills.
    - Previous database experience.

### How to Apply:

If you would like to apply for this role, please create a supporting statement to demonstrate your suitability and to explain your interest in both the job and FareShare South West. Send your supporting statement with a copy of your CV to [recruitment@faresharesouthwest.org.uk](mailto:recruitment@faresharesouthwest.org.uk) with the subject: Fundraising & Communications Assistant

**Closing date** for receipt of applications is 9am, Tuesday 23<sup>rd</sup> August 2022.

**Interviews** will take place on Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> August 2022.