

## FUNDRAISING & DEVELOPMENT OFFICER

### RECRUITMENT PACK

**“Our aim is to build a future where every person thrives, and no one just survives”**



[www.developmentplus.org.uk](http://www.developmentplus.org.uk)



Supportive | Inclusive | Approachable | Committed | Empathic  
developmentplus | Queens Park Community Hub, South Park, Lincoln LN5 8EW | E [enquiries@developmentplus.org.uk](mailto:enquiries@developmentplus.org.uk)

Developmentplus | A Company Limited by Guarantee  
Registered in England No. 03275199 | Registered Charity No. 1064566

## **ABOUT LUMINA**

Lumina, is a social enterprise supporting developmentplus which is dedicated to enhancing positive mental health through a variety of fun and wellbeing events. Our services include bespoke retreat days, workshops including sound baths, mindfulness sessions and foraging, as well as art-based wellbeing sessions and wellbeing fairs. All profits go directly to supporting the work of developmentplus.

## **ABOUT DEVELOPMENTPLUS**

Developmentplus is a charity based in Lincoln with 27 years' experience of working alongside disadvantaged and vulnerable people within Lincolnshire. We work alongside people in their community, facilitating their involvement in decisions that affect their lives, supporting them to identify and develop initiatives that they feel will help improve their quality of life. Our aim is to build a future where every person thrives, and no one just survives.

Our core delivery is based around two forms of activity:

- coaching and mentoring programmes and advocacy support working with beneficiaries from a broad background including individuals with poor mental health, ex-offenders, individuals furthest from the employment market and rough sleepers.
- Creative, peer led, group sessions that provide an additional space for support, friendship, and creativity.

## FUNDRAISING & DEVELOPMENT OFFICER

### JOB DESCRIPTION

<b>Reporting to:</b>	CEO
<b>Location:</b>	Office based in Lincoln/Countywide/WFH (travel will be required and a car is essential)
<b>Salary:</b>	£25,482 per annum
<b>Hours:</b>	Full Time- 37.5 hours per week, Monday to Friday (some out of hours to support events) Fixed term 2 year contract with possible extension subject to funding

### FURTHER INFORMATION

<b>Pension:</b>	Statutory pension scheme with NEST Pension – depending on hours and contract. Pension contributions matched up to 5%.
<b>Holiday:</b>	Leave entitlement is 26 days per annum plus statutory bank holidays. In addition, all staff also receive a wellbeing day each year.
<b>Support:</b>	All staff receive an induction and orientation programme and regular supervision meetings with their line manager.
<b>Training:</b>	You will be offered continual professional development training appropriate to your role. This will include training on equality and diversity, safeguarding and data protection.
<b>Further Benefits:</b>	Include flexible working, paid travel and expenses, health and wellbeing support, supportive workplace environment, and team events and activities.

### ROLE OVERVIEW

We are seeking a passionate individual to join our team. This is an excellent opportunity to bring your skills and experience to a charity that aims to have a big impact in the community by supporting people to thrive, and not just survive. Your role will be to raise funds for the charity through varied community fundraising activities, including our flagship fundraising retreat event ZenFest, as well as other smaller fundraising events throughout the year including wellbeing fairs; creative/fun wellbeing parties, merchandise development and charity events (Tough Mudder/Santa runs etc).

The postholder will also be required to support and nurture existing relationships and look for new engagement and fundraising opportunities ensuring an effective, efficient and impactful journey for new and existing supporters.

## RESPONSIBILITIES

- Cultivate and recruit new and existing supporters to participate in a range of fundraising events
- Work closely with the CEO and developmentplus team to create engaging fundraising materials and create effective campaigns
- Organise fundraising events to maximise income (Retreat days – ZenFest, fun/creative wellbeing activities, Lumina merchandise, 10k, Santa Run, Dragon Boat Race etc)
- Maintain a presence on social media platforms / website
- Liaise with local partners to encourage support
- Work closely alongside the CEO to develop and deliver the fundraising strategy
- Support the CEO to sustain and build our existing business support network and better interlink with our fundraising activities
- Create and maintain supporter fundraising information trackers to accurately record and monitor income against targets
- Represent the charity at events
- Carry out office and general duties and tasks to ensure the effectiveness and smooth running of the organisation
- Duties may vary from time to time as determined by service and business need

## PERSON SPECIFICATION

We are a small, dedicated team so a committed and proactive approach is essential to help us continue to work towards our mission. We are looking for someone who:

- Has a keen interest and experience in community fundraising
- Is an excellent and adaptable communicator, comfortable engaging with people in a range scenarios (public, corporate and community events to 1-1 engagement)
- Is a forward thinking, team player with a 'can do' attitude and an ability to take initiative and get stuck in Is adaptable and able to work efficiently with a small team in a busy office
- Has the ability to manage and execute multiple tasks
- Is passionate and has a commitment to the values and mission of developmentplus

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
➤ Proven experience in a similar role, preferably within a social enterprise or charity.	X	
➤ Strong business acumen with the ability to identify and capitalise on opportunities.		X
➤ Excellent networking and relationship building skills.	X	
➤ Background in health and wellbeing, with a passion for supporting vulnerable groups.		X
➤ Proficient in social media management and publicity.	X	
➤ Strong administrative and budgeting skills.	X	
➤ Experience with website development and maintenance.		X
➤ Creative mindset with the ability to develop unique wellbeing-related merchandise.		X
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
➤ Literate & numerate.	X	
➤ Marketing, communications and public relations qualification.		X
➤ Business management qualification.		X
➤ Driving license and access to a vehicle.	X	
➤ Right to Work in the UK.	X	
<b>Skills &amp; Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
➤ Ability to communicate well, both verbally and in writing.	X	
➤ Excellent interpersonal skills.	X	
➤ Ability to work on own initiative, being responsive, pro-active and versatile.	X	
➤ Confident at problem solving.	X	
➤ Organisational skills.	X	
➤ I T skills – Microsoft applications.	X	
➤ Experience with social media content creation (text, image and videos) for various social media platforms.		X

## To Apply:

For an application form please contact [enquiries@developmentplus.org.uk](mailto:enquiries@developmentplus.org.uk) or 07508292808

**CLOSING DATE:** 12noon on 28 February 2025

**INTERVIEWS:** 12 March 2025