



Part-Time Fundraiser Job Description

Salary: 30,000 per annum (pro rata)

Pension: 6% pension contribution after 3 months

Hours: 21 hours per week with flexibility to be agreed

Place of Work: Primarily based at Shiloh's centre in Rotherham, however, hybrid working possibilities will be considered

Holidays: 25 days per annum (pro rata)

Responsible to: Chief Executive

Length of Contract: This is a permanent post, subject to funding

About Us

Shiloh Rotherham is a charity that offers support to adults who are homeless or at risk of homelessness. Our vision is for everyone to have a safe place to call home and have the opportunity to live independently with a good quality of life. Our staff and volunteers work with local partners to provide services at our support centre and within the community. We offer a safe place where our service users will be accepted and supported throughout their time with us, working to help them plan for and realise a better future. Our services are wide-ranging and cover advice and support, health and wellbeing, skills and training, and practical support. We promote equal opportunities and provide an inclusive, whole-person approach to all our activities.

Shiloh was founded in 1992 on Christian beliefs, and whilst the values of the Christian faith remain at the heart of what we do, our support is open to everyone. Shiloh staff and volunteers are not required to be Christians, but they must demonstrate empathy with the charity's vision, values, and mission.

The Role

We are seeking a dedicated and proactive Fundraiser to join our team at a pivotal time in our organisation's development. This newly created position presents an exciting opportunity for a skilled professional to contribute to the growth and sustainability of our work.

The post-holder will be responsible for supporting and delivering a diverse range of income-generating activities, working in close collaboration with the Chief Executive to implement and advance our strategic fundraising plan. This role will also focus on increasing community awareness and engagement with Shiloh's mission and services.

Main Duties and Responsibilities

- Contribute to the planning, coordination, and execution of fundraising initiatives across multiple income streams
- Researching and securing funding from trusts, foundations, individuals, and corporate partners

- Support the preparation of compelling grant applications, funding proposals, and reports to secure and retain donor support
- Maintain strong relationships with existing donors and cultivate new supporters through effective stewardship and engagement strategies
- Support the development and delivery of donor communications and campaigns
- Ensure accurate record-keeping and reporting using relevant systems
- Ensure all fundraising activities comply with relevant regulations and internal policies

Work Environment

- Shiloh supports guests who are often facing complex and challenging circumstances. Many are experiencing homelessness or living in unsuitable accommodation, may be under the influence of drugs or alcohol, or are struggling with mental health issues. As part of our team, you will play a vital role in maintaining a safe, welcoming, and non-judgemental environment for everyone who accesses our services

General Tasks

- Performing your duties in a manner that positively reflects the vision, values and mission of Shiloh Rotherham.
- Willingness to take on other duties as required to further the aims and objectives of Shiloh Rotherham.
- Take part in training and personal development and participate in team meetings, staff development, away days and annual reviews.
- Provide cover for absent colleagues as required.
- Adhere to all of Shiloh Rotherham's policies and procedures.
- The role holder may be required to travel to carry out some duties, therefore, a full UK driving licence and access to a vehicle is desirable.

Equality and Diversity

Shiloh Rotherham will make any reasonable adjustments to accommodate people with disabilities. Equality, inclusion and diversity are at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds and circumstances, where the work of others is valued and respected.

Disclosure & Barring Service Check

This post involves working with vulnerable adults, and so, if successful, you will be required to undertake a Disclosure and Barring Service records check. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check



Fundraiser

Person Specification

Skills & Experience

Essential:

- Proven experience in a fundraising role, with a demonstrable track record of securing income
- Excellent written and verbal communication skills, with the ability to craft persuasive proposals and engage a wide range of stakeholders
- Strong organisational and project management skills, with the ability to prioritise and meet deadlines
- Self-motivated and proactive, with the ability to work independently and collaboratively

Desirable:

- Knowledge of the charitable and voluntary sector and current trends in fundraising
- Experience in donor stewardship and developing long-term donor relationships
- Understanding of fundraising codes of practice and data protection legislation
- Competence in the use of fundraising or CRM databases and proficiency in Google Workspace or Microsoft Office.

Personal Attributes

We are looking for a proactive, enthusiastic, and highly organised individual who thrives in a fast-paced environment and is passionate about engaging donors and making a difference.