



Role title	Fundraising Officer
Duration of Post	12 months from January 2023
Working hours	5 days / 35 - 37.5 hours per week
Responsible to	Head of Fundraising
Location	Hybrid working: London office and home working. Our office is currently located in Tottenham Hale, North East London
Salary	London Living Wage, which is currently £11.95 per hour, just over £21.5k - £23k per year

Introduction

Are you passionate about the environment? Are you motivated to become a successful charity fundraiser? Are you proactive and tenacious in your approach to getting tasks done? Would you like to be part of an inspirational charity that is delivering practical projects that make our cities greener and communities stronger? Then you could be the person we are looking for. We are recruiting a Fundraising Officer to join our team.

We are particularly looking for someone who is unemployed, underemployed (i.e. you can be employed but the new role must have significantly increased responsibility) or looking for their first career step into the social sector.

We encourage applications from all backgrounds and communities, and are committed to having a team that is made up of diverse skills, experiences and abilities. We value the positive impact that difference has on our team, and actively encourage Black People and People of Colour to apply.

The Orchard Project

The Orchard Project is the national charity for community orchards. We work in partnership with local people and groups to deliver community-led orchards across the UK. We teach and support people to transform their urban spaces into thriving and well-run community orchards that benefit cities, people and nature.

Orchards were once a significant part of the UK landscape, but many have been lost to urban development. We aim to remedy this, and bring the magic of orchards into areas of urban deprivation, where the environmental and social benefits of green space and community growing can make such a big difference.

The charity's key activities include: planting, restoring and improving urban community orchards; undertaking practical conservation work that promotes orchard biodiversity; delivering horticultural skills training including accredited courses in orchard management and forest gardening; and running community-based activities that bring people together and cherish cultural traditions as well as nature awareness, such as harvests, apple days and wassails.

We work with diverse communities, and want orchards to benefit all. We prioritise working in areas of urban deprivation where people's access to high quality local green space is often scarce. On some projects, we specifically target particular groups, e.g. providing accredited training in orchard management to people who are unemployed or economically inactive to help their route into work.

We are a small national charity with an annual turnover of around £600k and a staff team of 17 people. We mostly operate in London, Swansea, Greater Manchester, Glasgow and Edinburgh.

See <https://www.theorchardproject.org.uk>

The role

This new fundraising role will make an enormous contribution to our work. You will be part of a team to help deliver a key strategic priority for the charity - to raise more income and from different sources. It is specifically focused on growing our grant income from charitable trusts and foundations, and increasing donations from individuals such as regular givers and major donors.

This role will give you the opportunity to develop your skills in all aspects of environmental fundraising by working alongside our fantastic staff team, namely:

- Head of Fundraising who oversees grant fundraising (and who will be your line manager)
- Philanthropy Manager who oversees our individual giving and major donor programmes
- Other staff engaged in fundraising activities, for example:
 - Communications Manager and Comms & Operations Support Officer - online fundraising campaigns
 - Orchard Project Managers - regional funding opportunities
 - Education, Training and Skills Manager - training grants

In addition, the job is part of the **Rank Foundation's Time to Shine (T2S) Leadership Programme**, which has been running for over ten years. Each year a cohort of T2S candidates (known as leaders) is funded to develop their skills and talents within a charity or social enterprise that The Foundation already supports. The programme incorporates a range of personal and professional development activities for the T2S leader, their line manager and in turn, the whole organisation. The Programme's requirements are as follows:

- In post before the T2S launch conferences. Available to start 1st to 25th January 2023
- All managers and T2S leaders are required to attend residential conferences during the programme, throughout the year
- T2S leaders attend a series of mandatory Leadership days throughout the year
- The leader will be offered the chance to be mentored by a member of the T2S alumni. The host organisation allows time and space for this

- T2S leaders and managers can apply to budgets for training and visits
- Both manager and T2S leader will be encouraged to become active on RankNet, and to take part in networking and development activities.

See <https://rankfoundation.com/engaged-philanthropy/time-to-shine>

Key responsibilities and tasks

This role will support the charity's fundraising staff and increase staff capacity to help achieve a step-change in our fundraising. We have identified the following tasks that the Fundraising Officer will take on to help with this, although this may change over time as the role develops:

- Individual giving and major donors (approximately 40% of the time):
 - Identifying and researching prospective donors
 - Supporting the donor stewardship strategy to help build new and nurture existing donor relations
 - Providing administrative and creative support to donor campaigns
- Grants (40%):
 - Identifying and researching charitable trusts and foundations - those that are new to the charity and offer small to medium-sized grants
 - Writing grant applications and case for support letters
 - Compiling progress and end of grant reports
- Fundraising administration and coordination (20%):
 - Providing administrative support for key fundraising events
 - Managing data/information on fundraising activity
 - Updating and improving the Salesforce/CRM database
 - Assisting in all reasonable ad-hoc tasks in support of the furtherance of The Orchard Project's mission and fundraising aims.

Person specification

- Currently unemployed, underemployed (i.e. you can be employed but the new role must have significantly increased responsibility) or looking for their first career step into the social sector
- Well-organised, good attention to detail, reliable, self-motivated and a proactive self-starter
- Competent user of MS Office (Word, Excel, Outlook)
- Excellent writing skills – able to write funding applications and letters/emails to donors
- Confident communicator – e.g. able to promote the charity at face to face events
- Creative – e.g. able to generate and develop new fundraising ideas and opportunities
- Sound analytical skills – able to research and identify possible funders and donors
- Enthusiastic about The Orchard Project's work, and telling people about it
- Some experience of fundraising or working for a charity is desirable.

Benefits

- Paid at London Living Wage, currently £11.95 per hour, just over £21.5k - £23k per year
- 23 days paid annual leave + bank holidays
- Reimbursement of work travel expenses (outside of normal commute)
- Personal wellbeing budget of £35 per month/£420 per year
- Training budget of £300 per year for professional and personal development
- £100 per year for work equipment and supplies

- Up to £26 per month for household expenses to support any home/hybrid working e.g. gas or electricity charges
- Accessing work experience days across the charity, and attending our 2-day residential strategic away days
- As part of the Rank Foundation's Time to Shine Leadership Programme, accessing residential leadership training opportunities, and networking with others who are part of this programme and work at other organisations
- Benefit from formal supervision and support from your line manager
- Develop your confidence and learn new, transferable skills
- Strengthen your CV and obtain an employers' reference where appropriate.

Support

We want you to have an enjoyable and rewarding time with us, and will aim to support you in your ambitions. You will have an induction, with line management support in place. You will work closely with the Head of Fundraising who oversees our grant fundraising, and the Philanthropy Manager who oversees our individual giving and major donor programmes. You will have the opportunity to attend *The Orchard Project* events and activities to develop your understanding of what we do.

Application process

How to apply

To apply for this role, please email the following documents to orchard@theorchardproject.org.uk:

1. **Two copies of your CV:** one full, one anonymised (see the guidance below)
2. **A covering letter** of no more than two sides. You should explain how you meet each of the person specification criteria above. Plus a statement of why you want this role and want to work for The Orchard Project. Also tell us how you found out about the position
3. A completed **Equality & Diversity Form** which can be downloaded from our website <https://www.theorchardproject.org.uk/about-us/work-for-us/>. This is a voluntary form.

Applications will only be considered if they include all of the documents listed under 1 & 2 above.

Key dates

- Application deadline: Monday 31 October 2022, 5pm
- Interviews will be held on: Monday 7 November
- A final job offer will be confirmed following a joint meeting/second interview with the Rank Foundation, The Orchard Project and the final shortlisted candidate on: Tbc (in Nov)

Anonymised recruitment guidance

We are committed to attracting and employing the best candidate for the role. To ensure this, we operate anonymised recruitment, prior to interview.

When applying for this job, please send us an anonymised CV, a full CV and a completed Equality & Diversity form. The Equality & Diversity form will not be viewed by staff who are shortlisting candidates. Only details of your previous work experience, your qualifications and your written statements describing how you meet this role will be forwarded to those shortlisting for interview.

In order to maintain anonymity during the shortlisting process, you will be required to submit two versions of your CV - one full version of your CV and a second CV where any personal information is removed.

You should also check your cover letter to ensure it does not contain any personal details.

For the anonymised copy, you should remove:

- Your name
- Your address
- Your date of birth
- Dates that any qualifications were received
- Dates relating to any work and volunteer experience that was over 5 years ago (i.e. please provide such dates for last 5 years)
- Places where qualifications were received (i.e. your school or university)
- Your photograph
- Your email address
- Your telephone number
- Any information which may give an indication of your age, nationality and ethnicity, disability, marital status, pregnancy or maternity, race, religion or belief, gender or sexual orientation.

Equality & Diversity

We want our organisation to be as diverse as the communities it supports. We are an equal opportunities employer and welcome applications from people of all backgrounds regardless of race, religion, sexual orientation, gender, age or disability.

Please talk to us about your application if you have questions about matching your experience to our job specification. Contact: Nicole Thomas, Head of Fundraising via nicole@theorchardproject.org.uk