



Fundraising Officer Vacancy Recruitment Pack

May 2022

Introduction

Shepton Mallet Town Council is looking for an enthusiastic and professional Fundraising Officer to support the Town Council in delivering its ambitious Town Plan.

This is a new role. It has been created to give the organisation the best chance of securing additional funding to realise the various projects within the Town Plan without placing an additional burden on the tax-payer.

The person appointed will report to the Town Clerk and work closely with the Communications Officer and Project Officer.

The successful candidate have demonstrable experience in managing fundraising projects and have a good working knowledge of this sector. They must be able to form strong partnerships with the community and local authorities and be able to motivate and influence others.

If you would like to speak informally about this vacancy, please contact Claire Commons, Town Clerk at town.clerk@sheptonmallet-tc.gov.uk.



Shepton Mallet



Shepton Mallet is a small, vibrant and community-focused market town and civil parish in the Mendip District of Somerset.

The town is about 16 miles (26 km) south-west of Bath, 18 miles (29 km) south of Bristol and 5 miles (8.0 km) east of Wells, with a population of about 11,000.

The Mendip Hills lie to the north and the River Sheppey runs through the town, as does the route of the Fosse Way, the main Roman road into south-west England.

The medieval wool trade gave way to industries such as brewing in the 18th century. The town remains noted for cider production and there is a wide range of industry and commerce based in and around the town to this day.





Collett Park

What does the Town Council do?

The Town Council has 16 councillors, 8 per ward (East and West), and they represent those people in the ward on a range of issues.

What does a councillor do?

The role of a councillor is to liaise with the public and to represent them in the decision-making process. Some councillors will be nominated as a representative of the Town Council onto another body. The council acts as a corporate body and all decisions are made at Town Council or committee meetings. The Town Clerk manages the agenda for meetings in consultation with the Chairman of the Town Council and committee. The public can attend meetings and speak before the meeting commences, but they do not participate in the decision-making process.

Councillors are nominated onto at least one of the committees and will be expected to attend all full council meetings and the relevant committee meetings. From time-to-time sub committees and working parties are also set up for a particular function.

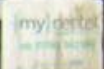
The Town Council

The Town Council is actively converting its ambitious ideas into reality, delivering on our Town Plan over the next few years. The Town Council also manages the Green Flag award winning Collett Park and many annual events supporting the arts, heritage and community. The Town Council makes full use of its website, social media and noticeboards to publicise the activities of the Town Council.

Councils fall under the legislation of the 1972 Local Government Act, amongst other pieces of legislation and must abide by the law. A qualified clerk ensures that the Town Council works within the legal framework as well as ensuring that the Town Council has a sound system of governance and risk management in place. From time-to-time new policies and procedures are introduced to strengthen the governance of public funds and to ensure that the Town Council is accountable to the electorate.

Most meetings are held in the Council Chamber or Committee Room of Mendip District Council on Tuesdays. Meetings start at 7pm and should be finished by 9pm.





Menu	
Spring rolls	£4.25
Garlic bread	£3.00
Breaded garlic mushrooms	£4.25
Lamb shank in rosemary & mint sauce	£12.95
Cod & chips	£10.95
Scampi & chips	£9.75
Steak & kidney pudding	£9.50
Cottage or Shepherd's pie	£9.00
Beef lasagne	£8.00
Pork faggots	£9.25
Sausage, egg & chips	£8.00
Ham, egg & chips	£8.00
Sausage & mash	£8.50
Chicken, beef or vegetable curry with rice	£8.00
Sweet & sour with rice	£8.00
Chilli con carne with rice	£8.00
Jacket potato - cheese, beans, chilli, tuna	£7.00
Apple pie	£4.25
Chocolate fudge cake	£4.25
Ice cream	£3.75
Lemon Meringue Souffle	£3.95
Treacle pudding	£3.95

Please see the Bar Snack and Specials boards

OPEN
 Coffee
 Cake
 &
 Clothes
 ♥

Town Street

Job Description

Salary:	SCP24-28 £29,174 to £32,798 pro rata and Local Government Pension Scheme
Hours of work:	14 hours per week (annualised hours contract)
Contract:	Fixed term for 12 months with a view to permanent
Reporting to:	The Town Clerk
Location:	Offices of Shepton Mallet Town Council, Somerset
Staff Responsibilities:	None

Key responsibilities

The following is not an exhaustive list but gives a general overview of the role's responsibilities.

Strategies

- Develop a comprehensive fundraising strategy, with a compelling 'case for support' and action plan
- Lead on delivery and administration of the strategy and action plan
- Develop supplementary plans for Trusts and Foundations, High Net Worth and low level giving
- Work with Somerset's Economic Development teams to secure funding from government or lottery sources
- Put in place robust measures for evaluating and reporting on impact of funding
- Ensure funding requirements are communicated clearly and promptly to the Town Council

Lottery Funders

- Lead on applications for National Lottery Community Fund, National Lottery Heritage Fund and Arts Council England, drawing on input from the Town Clerk, Project Officer and Communications Officer.
- Manage relationship with funders including providing prompt and accurate information as required
- Attend meetings with funders as requested by the Town Clerk



Job Description (continued)

Trusts and Foundations

- Lead on all applications to Trusts and Foundations, including pre-meetings and writing of funding bids
- Manage reporting and gift processing for all Trusts and Foundations
- Ensure effective communications with and about funders

Government Funding

- Respond to Government Funding opportunities and lead on potential bids in consultation with the Town Clerk and elected members.

High Net Worth Individuals

- With trustees and external consultants, identify and cultivate relationships with key prospects
- Effectively steward donors and other key stakeholders
- Manage all gift processing administration, including ensuring donors are thanked and credited appropriately
- Communicate donations publicly when appropriate

Low Level

- Keep abreast of funding opportunities by subscribing to appropriate publications, bulletins etc.
- Design and deliver a low-level capital fundraising campaign
- With the Communications Officer, create marketing materials to promote campaigns internally and externally
- Produce a programme of fundraising events for VCSE groups in Shepton Mallet to support their fundraising efforts, with 1-2-1 support as an option.
- Develop opportunities for a regular giving scheme, converting one-off donors into long term supporters
- Implement appropriate CRM system and ensure that all data is GDPR compliant



Person Specification

We're looking for someone with proven successful fundraising experience, particularly within the not-for-profit and public sector, and someone with the ability to secure funding from a wide variety of sources.

Qualifications

- A fund-raising qualification (desirable)

Skills

- Persuasive, compelling and engaging
- Ability to manage multiple work streams
- Creative thinker and problem solver
- Self-motivated
- Diligent, with excellent attention to detail
- Excellent interpersonal skills
- Ability to set and meet targets
- Excellent verbal and written communication skills
- Ability to present and appeal to a variety of different groups
- Good with finance and budgets
- Ability to work under pressure and observe deadlines

Cont.



Person Specification (continued)

Knowledge

- Demonstrable knowledge of the fundraising world including how to access information and resources.

Experience

- Fundraising in a not-for-profit organisation
- Securing funding from, and maintaining good relationships with the lottery
- Successful bid writing to Trust and Foundations
- Using fundraising software packages
- Submitting proposals for Government funding programmes (Desirable)
- Managing effective relationships with individual donors
- Creating a delivering successful campaigns
- Budget management
- Evaluating and reporting on funded projects





The Market Cross



If you would like more information or to have an informal chat please contact Claire Commons, Town Clerk:

Town.Clerk@sheptonmallet-tc.gov.uk or contact
01749 343984

Application Process: please send your completed application form, together with a covering letter stating why you are suitable for this position to:
info@sheptonmallet-tc.gov.uk

Closing date: 4th January 2023
Interview date: 25th January 2023

You can find more information including our Town Plan on our website

www.sheptonmallet-tc.gov.uk

No agencies and no CVs

