

Caring for God's Acre & the Beautiful Burial Ground Project

Job Description and Person Specification: Fundraiser

We are seeking a motivated, innovative individual or company to join our team. The successful candidate will have experience in the charity sector and be passionate about conservation, heritage and communities.

- **Reporting to:** Charity Director
- **Location:** Craven Arms, SY7 9BZ or remote-working
- **Salary:** £27,000 pro rata. This post is negotiable as a contract or a part-time job depending on the circumstances of the successful applicant.
- **Hours:** 16 hours per week
- **Period:** Six months with option of extension if funds are available
- **Expenses:** Car users will be reimbursed at 45p per mile and all out of pocket expenses incurred on behalf of the charity will be reimbursed subject to satisfactory accounting
- **Annual leave:** 28 days pro rata plus bank holidays pro rata (applicable if employed)

About Caring for God's Acre and the Beautiful Burial Ground Project

Caring for God's Acre (CfGA) is a conservation charity, based in Shropshire, dedicated to all burial grounds. Burial grounds are fantastic places for biodiversity, social history and built heritage; we encourage people to discover these interesting places and those managing them to do so in a sensitive and appropriate way.

The Beautiful Burial Ground Project, now in its second year, is funded by the National Lottery Heritage Fund with the aim of generating information and data on the biodiversity, built and social history present within burial grounds of all types.

Job Description

CfGA is looking for an exceptional candidate to support the development and delivery of its fundraising strategy. The successful candidate will play a key role in securing funding for the Beautiful Burial Ground Project as well as raising funds for core work and other initiatives. They will be part of a small team, giving them the opportunity to experience all aspects of the organisation and take on fundraising across all areas of the charity's work.

Having experience of conservation and heritage organisations as well as understanding the constraints of a small charity will be beneficial. A track record of successful fundraising initiatives using a variety of approaches is essential.

Roles & Responsibilities

- Raise core funds for the charity, working with charity staff and potentially trustees
- Raise match-funding for the Beautiful Burial Ground project, working with project staff and building on the successful delivery currently underway

- Develop a 2-year fundraising plan for the charity going forward, which will also contribute to business planning work starting in the spring of 2020
- To plan, organise and run fundraising activities, supported by staff from the charity and the Beautiful Burial Ground project
- Bring new ideas and innovation in raising funds - including grants, donations, legacies, increasing membership and organising events

Responsibilities of all Staff

- Contribute to the ongoing strategic development of CfGA
- Be a representative of CfGA amongst all internal and external stakeholders

Person Specification

To be considered for the role, the following are essential:

- A bachelor's degree or equivalent qualification
- Experience of working in a fundraising capacity
- Experience of working on conservation and / or heritage projects
- A can-do attitude, willing to learn and develop their skills, and use their initiative to grow the role
- Excellent communication skills
- Advanced Microsoft Word, Excel, Powerpoint skills
- Good team-worker, but also able to work independently and manage their workload

The following are desirable:

- Full driving licence (category B) held for at least 2 years
- Experience in fundraising at a senior level

Application: Please email your C.V. and a covering letter to info@cfga.org.uk. Your C.V. and covering letter must each be **no more than 2 sides long**.

References: CfGA will require the names and addresses of two referees, including a recent employer or client. All references will be treated in the strictest confidence. We will only contact referees if you have been offered the post.

Application deadline: Midnight on Sunday 19th January.

Interview date: Thursday 30th January.

More information: If you have any questions please contact Harriet Carty, Charity Director at harriet@cfga.org.uk.