



Overstream House, Victoria Avenue,
Cambridge CB4 1EG

01223 518140
info@wintercomfort.org.uk

wintercomfort.org.uk

Job title	Community Fundraising and Volunteer Co-Ordinator
Responsible to	Fundraising and Communications Manager

Role Summary

Wintercomfort is seeking to recruit a Community Fundraising and Volunteer Co-Ordinator. Working alongside the Fundraising and Communications Manager, this role will be responsible for devising and delivering community-based events as part of Wintercomfort’s broader fundraising strategy. In addition, this role will be responsible for the co-ordination of the charity’s volunteer base.

Key Responsibilities – Fundraising Focused:

Developing a portfolio of Wintercomfort led community events and activities aimed at income generation and/or profile raising.
Recruiting for and managing participation in third party led community events (eg. The Cambridge Half Marathon).
Supporting individuals who fundraise on behalf of Wintercomfort and assisting with the marketing and delivery of their fundraising ventures.
Sourcing and co-ordinating collections of gifts in kind.
Assisting the Fundraising and Communications Manager to raise awareness of fundraising activities and events via Wintercomfort’s social media platforms.
Assisting in growing the number of followers on our various social media channels.
Attending local events to represent the charity, raise awareness of Wintercomfort’s work, and strengthen relationships within the local community (ie schools, colleges, universities and churches).
Assisting in maintaining accurate data on our CRM database, Donorfy.

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Key Responsibilities – Volunteer Focused:

Liaising with the Wintercomfort team to identify volunteer posts.
Advertising and recruiting for volunteer roles as required.
Assessing and processing volunteer applications.
Conducting volunteer inductions and training as required.
Communicating regularly with volunteers to ensure that they feel valued and motivated.

General Responsibilities

Carry out own time planning and administration including managing relevant aspects of budget as agreed with the Fundraising and Communications Manager.
Keep all contacts and information private and confidential and follow Wintercomfort's Data Protection policy.
Occasional administrative tasks to support the Fundraising and Communications Manager.
Note - this is not an exhaustive list, and you may be required to perform other reasonable duties as assigned by the Fundraising and Communications Manager and/or CEO.

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Person Specification

Whilst some direct experience of fundraising within a charitable organisation would be beneficial, this is not an essential requirement for this role.

We are looking for someone who can demonstrate enthusiasm, creativity, tenacity and a can-do attitude. As a new position within the fundraising team, there is scope for the right person to bring their own ideas to role and to have a degree of freedom to explore and develop new concepts to meet the charity's fundraising objectives.

Key Skills and Qualities

Strong interpersonal skills and the ability to build and manage relationships successfully.	Essential
Excellent written and verbal communication skills.	Essential
Confidence and experience in using a wide range of social media platforms.	Essential
Confidence in attending events and speaking publicly to represent Wintercomfort.	Essential
Experience of organising and promoting successful community fundraising events.	Desirable
Ability to adopt a pro-active and practical approach to managing workload with minimal supervision.	Essential
Commitment and ability to work in a team.	Essential
Willingness to work flexibility including some weekend and evening work.	Essential
Knowledge of CRM databases (Donorfy in particular).	Desirable
Access to own transport for events and meetings with supporters.	Essential

Terms and Conditions

Location	Hybrid working possible
Working pattern	TBC with successful applicant
Hours of work	30 hours (0.8 FTE) Flexible
Salary	£24,684 pro-rata
Length of appointment	1-year fixed term with desire to extend
Probation period	3 months
Annual leave	25 days (pro-rata)
Pension eligibility	Yes
Application deadline	5pm Monday 6 th June 2022
Application requirements	Please send a current CV and cover letter to melodybrooker@wintercomfort.org.uk
Interviews	Week beginning Monday 13 th June 2022

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. We will ask to see original paperwork confirming your right to work in the UK.

This role requires an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by Wintercomfort for the homeless.



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What can Wintercomfort offer?

One of our core values at Wintercomfort is to recognise and reward our staff as our greatest asset. We realise that it's our people who have helped us to become a well-respected charity that helps to make a positive change to homeless people's lives. We want to continue to deliver excellent, relevant services for the homeless in Cambridge by attracting and retaining talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Benefits** – You will be eligible for benefits and services, including pension scheme, death in service benefit and tax-efficient bicycle lease and childcare vouchers.
- **A supported work environment** - You will receive a comprehensive induction and you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs. You will be expected to have developed the skills to fulfil all role requirements within this period. Appropriate objectives will be discussed, agreed and reviewed regularly with your Line Manager so that your performance can be measured against these.
- **Training**- We recognise the importance of having a motivated and effective staff team. We offer on-going training to support you in your role.

Equality of Opportunity at Wintercomfort

We are committed to a proactive approach to equality, which includes supporting and encouraging all underrepresented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Job Description Review

From time to time, this job description will be reviewed in line with the requirements of the work and organisational development. The post holder will have full opportunity to discuss this and be active in any changes and developments.

General Information

Wintercomfort works with people who are homeless, at risk of homelessness or with a history of homelessness. We provide services to aid every stage of recovery - from immediate basic welfare needs to long term help in identifying and dealing with the problems which are undermining their stability, and enabling them to engage with education, employment and specialist health services. National statistics rank the numbers of rough sleepers in Cambridge within the highest 20 UK local authorities.

For further information about us please visit www.wintercomfort.org.uk

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