

Fundraising &  
Volunteer Coordinator  
Recruitment Pack  
April 2017



**Wadars**  
Animal Rescue & Rehoming

Hangleton Lane  
Ferring  
Worthing  
West Sussex BN12 6PP

Telephone 01903 247111  
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# INFORMATION TO CANDIDATES for the post of FUNDRAISING & VOLUNTEER COORDINATOR (part time)

## Dear Applicant

The following information is intended as a useful guide to applicants considering joining Wadars. Full details are supplied with an offer of appointment.

### Wadars

Based in Ferring, West Sussex, Wadars is a leading animal rescue charity and has been providing protection of animals of all kinds in need of care and attention by reason of sickness, maltreatment, poor circumstances or similar causes since 1969.

Wadars rescues and rehabilitates more than 1,500 wildlife and re-homes over 500 companion animals (pets) every year. Our team of animal rescue officers respond to calls from the general public where animals are in peril and, during the summer months, can receive more than 50 calls a day.

Currently, Wadars companion animals are cared for in commercial kennels and catteries or with our volunteer fosterers until suitable forever homes can be found. We also have the support of a number of wildlife sanctuaries in the area.

We are at the start of an exciting new phase for Wadars as we plan the development of our rescue, rehoming and wildlife centre in Ferring.

Wadars is a registered charity and relies almost entirely on donations, legacies and fundraising from within the community that it serves. In 2017, at least £100,000 needs to be raised from donations and fundraising within our community to support the day to day work of the Charity.

We are proud that over 90p in every £1 raised goes directly to animal welfare. This is only made possible by the regular support of more than 60 volunteers throughout all of our work.

One of our greatest challenges will be raising the vital funds needed to continue our day to day work whilst embarking on a major fundraising appeal for the development of the new centre.



## Fundraising & Volunteer Coordinator

The Fundraising & Volunteer Coordinator is part of the public face of Wadars and you will be supporting every aspect of the Charity's work.

As well as planning and supporting existing campaigns and activities, you will have the scope to bring creativity to the role implementing new ideas and opportunities. A large part of the role will involve recruiting, managing and motivating volunteers, assisting them to raise funds for our work.

To succeed, you must be used to managing a varied workload effectively and have experience of planning and organising multiple projects with varying time scales. Previous experience in community fundraising and/or events and working with volunteers would be an advantage.

Your primary role will be to encourage and support individuals, community groups and companies to raise funds for the work of Wadars. You will be responsible for leading fundraising within the community and supporting the development of an extensive network of volunteers across all of the Charity's activities.

This role reports to the Director of Development but much of your day to day activity will be driven by the needs of the Operations Manager.

A full driving licence and the use of a reliable, suitably insured car are essential.

## Terms and Conditions

The salary is £15,015 per annum based on a 35 hour week. This role is offered on a part-time basis at 30 hours a week and the actual salary will therefore, be £12,870.

The post holder will be required to work very flexibly, responding to the workload of the Charity including some evening and weekend working.

The holiday entitlement is 25 days per annum for full time staff plus eight public holidays. Holiday entitlement for part time staff is calculated on a pro-rata basis.

As part of the selection procedure for employment, we ask the successful candidate to complete a pre-employment medical questionnaire.

To comply with legal requirements, we ask all potential employees to prove their eligibility to work in the UK. If you are invited to interview you will be asked to bring to interview the appropriate original documents. No offer of employment will be made until eligibility to work in the UK has been verified.

Any offer of employment will be subject to the receipt of at least two satisfactory references, one of which must be from your present or most recent employer. Wadars reserves the right to contact your previous employers before an offer of employment is made. Unless your

permission is granted, your present employer will not be approached until an offer of employment has been made and you have communicated your intention to leave.

## HOW TO APPLY

Your application form (which can be downloaded from the Wadars website [www.wadars.co.uk](http://www.wadars.co.uk)) should be sent by email to [julie@wadars.co.uk](mailto:julie@wadars.co.uk).

Alternatively, you can submit your application form by post to Julie Toben, Director of Development, Wadars, Hangleton Lane, Ferring, Worthing, West Sussex, BN12 6PP and the envelope should be marked 'Private & Confidential Ref FVC2017'.

**Only completed applications received on the appropriate form will be considered – we will not accept CVs.**

**The closing date for completed applications is 12 noon on Friday 26<sup>th</sup> May 2017.**

**Interviews will be held at Wadars, Ferring on 7<sup>th</sup> and 8<sup>th</sup> June. *If you are invited back for a second interview, these will take place during w/c 12<sup>th</sup> June.***

For an informal and confidential discussion prior to making your application, please contact the Director of Development, Julie Toben, by emailing [julie@wadars.co.uk](mailto:julie@wadars.co.uk).

## Thank you for your interest in working at Wadars

17<sup>th</sup> April 2017



# JOB DESCRIPTION

JOB TITLE:	FUNDRAISING & VOLUNTEER COORDINATOR (part-time)
CONTRACT:	Initially a one year contract with potential to become permanent
REPORTS TO:	Director of Development with extensive day to day liaison with the Operations Manager
LOCATION:	Based at the Charity's offices in Hangleton Lane, Ferring, with extensive travel around the surrounding area
RESPONSIBLE FOR:	Fundraising volunteers

## PURPOSE OF THE JOB

To raise income for Wadars by leading fundraising in the community, primarily but not exclusively through volunteers, third party events and donations. To support volunteering throughout the Charity by effectively administering the volunteering process.

## MAIN DUTIES

### Fundraising

- Develop a network of Wadars support groups and community ambassadors.
- Promote the work of Wadars through presentations and media campaigns.
- Engage, develop and maintain professional relationships with individual members of the local community, local companies and other community organisations in order to promote one off donations and regular giving.
- Develop a comprehensive programme of cash collections through static sites and one off collection ('flag') days, supported and manned by volunteers
- Respond to fundraising opportunities and proactively identify new opportunities to generate income and for good public relations.
- Maximise fundraising and public relations opportunities of planned third party (donated) events, primarily through the support of volunteers.
- Ensure merchandise (donated and new) which can be sold at appropriate events is coordinated, packed and priced with appropriate literature ready for events.
- Keep abreast of the law regarding fundraising and comply with requirements.

### Volunteering

- Work collaboratively with members of staff and key volunteers to help identify volunteering opportunities and create role descriptions.
- Act as an ambassador in the community for volunteering opportunities.
- Take responsibility for the fundraising and public relations volunteers; support, direct and thank them to ensure they effectively contribute to the Charity and feel valued.
- Support the Operations Manager in the recruitment, placement and training of volunteers within the day-to-day activities of the Charity such as animal welfare and administration.
- Keep abreast of the law regarding volunteering and comply with requirements.

### **Administration**

- Maximise the use of the Charity's website and other social media for fundraising and volunteering opportunities.
- Support the development and design of fundraising materials, including Wadars newsletters, fundraising leaflets, sponsorship packages and letters to donors
- Maintain a volunteer database, schedule of volunteer opportunities and vacancies and other records as requested to enable effective statistical data to be collated.
- Assist in the development of direct mail and committed giving through the fundraising database.
- Accept donations on behalf of Wadars from fundraising activities, maintaining appropriate records to ensure fundraising income is processed efficiently with timely acknowledgements, thank you letters, donor reports and HMRC Gift Aid claims.

### **General**

- Be aware of the philosophy of Wadars and behave as a fit representative.
- Help to maintain a high profile for Wadars, raising the public awareness of the importance of donations and volunteering to the continuance of the work of the Charity.
- Maintain regular and effective liaison with staff and volunteers to ensure good working relationships.
- Meet agreed objectives, undertake an annual performance review and undertake training as required.
- Be flexible and willing to take on or assist with special projects or other reasonable duties as requested by the Operations Manager or Director of Development.
- While at work all staff are required to take care of their own health and safety and that of others who may be affected by their acts and omissions.
- To be aware of and comply with the requirements stated within the Charity Staff Handbook and other policies and operational procedures as issued from time to time.

### **Additional information**

- The post holder will be required to travel throughout Worthing and the surrounding district. A full driving licence and the use of a reliable and suitably insured car are essential
- The post holder will be required to work very flexibly, responding to the workload of the Charity and the tasks to be completed including some evening and weekend working

### **Variations**

This job description is a statement of the job content agreed in April 2017. It should not be seen as precluding future changes. This job description will be reviewed annually during the Appraisal process, to take into account the need for change in the services, role and activity.

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# FUNDRAISING & VOLUNTEER COORDINATOR PERSON SPECIFICATION

## **Education and Training**

- Good standard of general secondary education
- Sound IT skills (Word, Excel, internet and email); Publisher and database/CRM is desirable
- Social media

## **Qualities**

- Enthusiastic self-starter and ability to work on own initiative and as part of a team
- Ability to stay calm under pressure and deal with all issues with tact and diplomacy
- Good at juggling tasks and prioritising
- Desire to show initiative
- Honest and trustworthy

## **Experience and Skills**

- Good organisation, research and event planning skills
- Excellent communication skills; written and verbal
- Experience of fundraising, especially through others, is desirable
- Ability to achieve outcomes through others
- Good people management skills; managing volunteers is desirable

## **Other requirements**

- Empathy for the work of Wadars and its values
- High degree of emotional stamina and the ability to cope with animal euthanasia, cruelty and neglect
- Willingness to undertake training as and when required
- Willingness to work flexibly including evenings and weekends
- Car driver with full clean driving licence and regular access to a reliable, suitably insured car

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