



Job Description

Title	Fundraising Officer
Employer	Lake District Calvert Trust
Reporting To	Head of Income Generation
Salary	£24,000 to £28,000 per annum (subject to knowledge, skills & experience)
Location	Lake District Calvert Trust, Little Crosthwaite, Keswick, Cumbria. CA12 4QD
Working Hours	Full time – 37.5 hours per week

WHAT WE DO:

The Lake District Calvert Trust is a charity that challenges disability through outdoor adventure, enriching lives through adventure building confidence and personal achievement, whilst enjoying the beautiful Lake District countryside. We have two centres that provide a range of services, located on the outskirts Keswick.

[Calvert Lakes](#)- provides fun-filled outdoor adventure for all, with our adapted equipment and specialist knowledge, offering an experience like no other to people with disabilities, their friends and family. Our highly trained team use experience and empathy to break down barriers and truly connect with people, creating a fun, inclusive environment that gives them confidence to try new things.

[Calvert Lakes Riding Centre](#)– British Horse Society and Riding for the Disabled Association approved riding establishment, supporting both Calvert Lakes and Calvert Reconnections. Our dedicated team provide accessible riding and trap driving for residential and community riders and have found that horses (and instructors) provide a little bit of magic for our guests and participants.

The Lake District Calvert Trust is a relatively small charity, and our people go above and beyond to make a difference in people's lives. We are very proud of our achievements and we continue to strive to be the best place to work and volunteer.

These are the values that drive us:

- Flexible - we adapt and innovate
- Ambitious - we stretch ourselves and others
- Inspiring - we encourage and stimulate
- Sensitive - we understand and empathise
- Imaginative - we see beyond the obvious

ABOUT THE ROLE

The Income Generation team are an integral part of the Lake District Calvert Trust, meeting agreed fundraising targets through all income streams. Your priority in this role will be to proactively lead the corporate fundraising income stream, building relationships with corporates, writing corporate funding applications, organising events, maintaining donor data and communications. As a member of a small team, you will also support the delivery of the broader outcomes of the strategic fundraising plan.

Key Accountabilities:

1. To engage, develop and maintain professional relationships with donors, with a focus on corporate supporters to build and facilitate excellent relationships with existing and new funders including stewardship and regular reporting.
2. To prepare, submit and follow up corporate funding applications and initiatives.
3. To deliver effective donor journeys through excellent stewardship understanding donor motivations to ensure the Calvert Trust's future income is supported.
4. To proactively lead on a range of fundraising activities including Calvert corporate events.,
5. To promote the work of the Trust through talks and networking event presentations, the writing of PR materials, press releases and social media posts.
6. To maintain appropriate, accurate records, ensuring the fundraising database is kept up-to-date and that fundraising income is processed efficiently with timely thank you letters, acknowledgements and donor reports.
7. To be aware of and adhere to fundraising legislation and regulation, to ensure a compliant approach to data protection and fundraising standards.
8. To proactively work towards to and achieve agreed income targets both individually and as a team.
9. To identify and develop new fundraising activities and events in conjunction with the fundraising plan.
10. To develop and design fundraising materials, including website content, newsletters, fundraising leaflets, sponsorship packages and letters to donors.
11. To undertake any other reasonable duties as requested by the senior team.

Person Specification

We are looking for a driven, enthusiastic individual to help realise our fundraising ambitions. You must have a genuine commitment to the voluntary sector and identify with our core values. An understanding and empathy for working with people with disabilities and those working in the disability sector is essential. Disability Awareness Training will be provided upon commencing the post.

Requirements	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • 2 year's relevant experience of fundraising & a proven track record of achieving fundraising & financial targets • Experience of working to challenging targets & deadlines • Excellent verbal & written English skills • Experience of research / report writing 	<ul style="list-style-type: none"> • Institute of Fundraising qualification and/or training • Experience of working for a charity • Experience of working with volunteers • Experience of arranging successful fundraising events
Key Skills, Knowledge & Competencies	<ul style="list-style-type: none"> • Excellent interpersonal & communication skills through verbal & written channels • Excellent IT skills including the use of Microsoft Office, databases, social media, & other digital platforms 	<ul style="list-style-type: none"> • Experience of using fundraising database • An understanding of the issues faced by people with disabilities • Ability to produce high quality

	<ul style="list-style-type: none"> • Highly organised and proactive with the ability to plan & manage competing priorities • Commitment to accuracy & attention to detail • Understanding of key regulatory & legislative requirements in relation to fundraising, including GDPR 	fundraising documentation
Personal Attributes	<ul style="list-style-type: none"> • A creative and proactive approach to all areas of work with a 'can do' attitude • Strong team working focus with a flexible and adaptable approach to meet the demands across the whole organisation • Self-starter with the ability to work on own initiative & prioritise workloads 	
Other	<ul style="list-style-type: none"> • Ability to work occasional evenings/weekends, attend out of hours meetings and travel. • A full driving licence. 	

Conditions of Service

Contract: This position is permanent following the successful completion of a 6-month probationary period.

Hours: Full Time: 37.5 hours per week. Standard office hours are generally Mon–Fri, 09:00 to 17:00, with 0.5-hour unpaid lunch break but there can be some flexibility. Occasional evening and weekend work will be required. Some home working subject to agreement with the Head of Income Generation.

Holidays: 33 days per annum, including Bank Holidays.

Pension: The Trust operates an occupational pension scheme with defined contributions, the National Employment Savings Trust (NEST) and for eligible and non-eligible jobholders enrolled in the scheme both the employer and the employee will make a contribution. Eligible jobholders, as defined by the legislation, will be automatically enrolled into NEST, unless you decide to opt-out.

This post will be subject to checks with the disclosure and barring service. (DBS)