



COMMUNITY INVESTMENT OFFICER

JOB DESCRIPTION

SALARY	£30,000 pro-rata (including Inner London Weighting)
CONTRACT	We will consider full-time, part-time or job-share options
RESPONSIBLE TO	Head of Southwark Giving (Community Southwark)
KEY RELATIONSHIPS	Southwark Giving Strategic Partnership Board

PURPOSE OF JOB

- To oversee engaging fundraising activities and volunteer programmes
- Work with SME and community sectors to secure funding and promote Southwark Giving through meaningful engagement to help meet the most pressing local community needs

WHAT WE WOULD LIKE YOU TO DO

Fundraising

- Plan and implement relational, meaningful and unifying fundraising activities to deliver Southwark Giving's annual fundraising target
- Objectively review success and achievement against identifying strengths and areas for development to increase Southwark Giving Fund income generation streams
- Identify areas for growth and development outlining measurable fundraising objectives
- Complement existing corporate financial relationships through innovative fundraising support and communications
- Build and provide bespoke relationships with donors and fundraisers ensuring a positive and engaging donor and fundraiser experience
- Plan and implement innovative and engaging programme of donor and fundraising events and follow-up

Volunteering programme

- Design and implement innovative and engaging community volunteering programme consisting of skills-based and practical team challenges
- Objectively review success and achievement against identifying strengths and areas for development to increase volunteers

- Identify areas for growth and development outlining measurable volunteering objectives
- Capture and create dynamic and powerful case study stories
- Through a tailored approach and working with different sectors, especially businesses, identify innovative volunteering support and relational communication opportunities - complementing Southwark Giving fundraising activities
- Build and provide bespoke relationships with volunteers and host organisations ensuring a positive and engaging experience for each
- Plan and implement accurate and meaningful volunteering programme feedback and follow-up

SME sector and community sector liaison

- Support Head of Southwark Giving corporate engagement strategic planning
- Plan and implement relational, meaningful and unifying business-community engagement opportunities within each sector, facilitating connections between the two, to generate support and for involvement in Southwark Giving
- Identify opportunities for Southwark Giving business development

Other

- Support the Head of Southwark Giving in developing and producing strategic and operational plans
- Use Salesforce to create and maintain up-to-date files of all donor, fundraising and volunteering information for recording, monitoring and evaluation data purposes (feeding into regular social impact measuring activity)
- Feed into and work complementarily with communications on fundraising and volunteering generating promotional Southwark Giving communications
- Assist Southwark Giving with general queries and promote opportunities for involvement in Southwark Giving
- Work within the Community Southwark team to contribute to development and success of Southwark Giving
- Support Southwark Giving's and Community Southwark's mission, vision, values and strategic objectives
- Work within all Community Southwark's policies and in particular health and safety, equal opportunities and confidentiality policies, and help ensure that diversity and equality of opportunity is integral to the organisation's work
- Undertake other tasks from time-to-time and as appropriate that may be required by management in line with the goals of the scheme and organisation

PERSON SPECIFICATION

Knowledge, skills and experience needed

ESSENTIAL

Educated to degree level or vocational equivalent
Proven strong experience of developing and managing fundraising activities
Proven experience of developing and managing volunteer programmes
Proven track record of developing relationships with SMEs and community-based organisations
Knowledge of corporate responsibility, local giving schemes and employer supported volunteering
Excellent presentation and communication skills both written and oral
Strong organisational and project management skills

DESIRABLE

Knowledge of corporate responsibility, local giving schemes and employer supported volunteering
Understanding of and commitment to local giving and its potential and value in society

PERSONAL QUALITIES

Strong team player, capable of leading and decision-making whilst also considering wider issues and impact on individuals
Self-motivated
Ability to think and act strategically and develop innovative and creative solutions
Entrepreneurial
High-level listening, influencing and negotiating skills; positive, flexible and proactive attitude
Strong networking and influencing skills
Reliability
A full commitment to equality of opportunity with practical ideas for its implementation within the scope of the post

ADDITIONAL INFORMATION

Office base: The post is currently based at the Community Southwark Offices: Cambridge House, 1 Addington Square, Camberwell, London SE5 0HF

Hours of work: Up to 35 hours per week

Hours of Business

Days	Office Hours	Flexi-Time
Monday to Friday	9.00am - 5.00pm	8.00am - 6.30pm

A flexi-time scheme is in operation within Community Southwark. The successful applicant must be willing to work within the flexi-time hours. The person appointed may be required to work outside these hours.

Annual leave: 30 days per year

Pension scheme: In addition to the salary, there is a company pension scheme to which the company contribution is 5% of your annual salary and employees currently contribute 3% of their salaries.

Cycle to work scheme: The scheme allows employees to buy bikes and accessories tax-free. This is done through a salary sacrifice agreement signed for up to £1,000 to be paid in monthly instalments.

Volunteering days: Employees are entitled to up to two days paid leave for undertaking voluntary activities.

NB: Successful applicants will need to prove their entitlement to work in the UK and may be subject to DBS checks.

