



## Information for applicants

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| <b>Job title:</b> | Fundraising Officer                 |
| <b>Location:</b>  | Delapré Abbey, Northampton          |
| <b>Salary:</b>    | £15,000 per annum (21 hours p/week) |
| <b>Deadline:</b>  | Wednesday 24th May, 12noon          |
| <b>Interview:</b> | w/c Monday 5th June                 |





## About Delapré Abbey

Delapré Abbey Preservation Trust has been in existence since 2006 and is an independent charity and company limited by guarantee. The Trust was set up to preserve and promote the heritage and natural environment of Delapré Abbey and the former Bouverie estate. In 2021, responding to new leadership and the impact of the 2020 Covid pandemic, we are focusing our efforts and broadening our reach and impact.

We deliver a range of programmes and activities that support lifelong learning, curiosity and improved wellbeing.

We promote the 900 years of the Abbey's history, and the stories that have unfolded within and around the estate over this time. The Abbey sits within over 550 acres of park and woodland, which is positioned within an urban setting.

We, with our partners, support all ages to engage with programmes that promote learning and socialising, and bring people and communities together.

We are proud to be rooted in Northampton, and to be supporting our local community who we coexist with.

We want to promote the Park and the Abbey to the widest number of people possible, connecting an ever-increasing number of individuals and communities to both nature and heritage. Through which we can support with opportunities that improve physical and psychological wellbeing.

## Vision

To excite and inspire our communities through our collective efforts.

## We Believe

That community need is first and foremost, and understanding this is key to achieving pride in a communities' place.

## Mission

To harness our independent strength as a Trust that is the connector of partners, communities, and space. Developing ambitious programmes that are accessible and relevant to our communities, and demonstrating the benefits, impact and reach to enliven new partnerships and increased engagement.

## Values

- **Belonging** – We want to create a sense that everyone belongs, and has pride in their place.
- **Personable** – We care about people, no matter who they are - everyone is included.
- **Enthusiasm** – We strive to make a difference with dynamism, and we push boundaries.
- **Enterprising** – We love heritage, but we love new approaches even more.

## Priorities

Improving access to Heritage and Culture  
Connecting people with improved Wellbeing and Environment  
Developing Progressive Enterprise

## Impact

Within Northampton we strive to make a positive impact supporting the social, health, economic and cultural prosperity of the community. We will measure the impact of our priority areas through the following lenses:

- **Preserve** - We preserve the heritage for future generation offering a connection to place.
- **Promote** - We promote The Park and Abbey contributing to the local economy.
- **Broaden** - We broaden access to heritage, and culture for all.
- **Connect** - We connect our communities to nature, and communicate the benefits.
- **Support** - We support people's wellbeing, through our spaces and programmes.





## Job Description

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|------------------------|--|
| <b>Job Title:</b>      | Fundraising Officer (We are also interested in speaking to consultants who consider that they could satisfy the role requirements)                     |
| <b>Location:</b>       |  |
| <b>Responsible to:</b> | Northampton (Delapré Abbey)  |
| <b>Hours:</b>          | Richard Clinton, Chief Executive Officer<br><br>3 days per week (21 hours), (fixed term until January 2026, with option to extend subject to funding). |
| <b>Job Purpose:</b>    |  |

This post will play a key role in assisting in the development, management and delivery of Delapré Abbey's fundraising strategy: particularly as we embark on a major programme of capital works to the 19th century stables, with the aim of transforming them into a wellbeing and wellness hub to benefit our visitors and communities. Working closely with the Chief Executive Officer, this will include supporting a range of projects across a wide spectrum of fundraising mechanisms including: donor engagement and development; fundraising in line with the strategic objectives; community fundraising; events; commercial marketing and Gift Aid opportunities (through events, the shop, and hospitality).

The Fundraising Officer will work alongside consultants and the wider team to develop fundraising plans and applications for the project. Our consultants are managing major grant applications to support the project in the Stable Block and coworking and collaboration on fundraising strategy and implementation will be required, to ensure that funding is in place to rollout the activity plans and day to day running of the Abbey.

## Main Responsibilities

### Fundraising strategy

Provide support to the Chief Executive Officer on the following key strategic projects:

- Development of a fully integrated Fundraising Strategy for Delapré Abbey - including ongoing funding of the Stable Block project.
- Creating, writing, submitting and managing the creation of funding applications.
- Responsible for Funder reporting, evaluation and funding management.
- Providing the Head of Finance and Business Performance with updated financial information to assess and monitor impact and cash flow projections.
- Working with the Chief Executive Officer to ensure that fundraising strategy meets priorities and supports the business plan.
- Working with the Head of Audiences and Communication to maximise online giving.
- Working with the Head of Audiences and Communication and Volunteer Manager to develop a strategy to maximise Giving opportunities across the Abbey site.
- Ensure that all funder deadlines and requirements are met.

## **Communications**

- Responsible for planning and creation of all mass electronic communication sent to stakeholder groups and Trustees regarding funder updates.
- Working with the Head of Audiences and Communications to ensure that funding awards are acknowledged in a timely manner.
- Working with the Head of Audiences and Communication to ensure that regular updates are provided to the general public in line with funder requirements.

## **Donor Relationships**

- Assist in establishing set donor management processes.
- Assist in developing donor journeys.
- Support the development of a new CRM database.

## **Develop and implement a community fundraising strategy**

- Help us develop exciting new creative community fundraising strategies through developing resources, engaging volunteers and building relationships with local groups and organisations.

## **Assist in establishing additional sources of funding**

- Support the development of a Major Donor strategy.
- Support the development of events fundraising.
- Explore new and alternative sources of funding.

## **Any other duties as may be reasonably requested.**

## **General**

- Attend and participate in training courses as directed.
- Maintain confidentiality at all times.
- Take a positive and active part in the appraisal/review system.
- Uphold and have sympathy for the Trust's vision and values.
- Ensure awareness and observance of policies and procedures.
- Any other duties necessary for the smooth running of Delapré Abbey Preservation Trust.
- This job description will be subject to regular review and amended if necessary to meet changing needs.

## Terms and Conditions

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| <b>Pay:</b>   | £15,000 per annum (FTE £26,785)   |
| <b>Hours:</b>   | 3 days per week (21 hours)  |
| <b>Contract:</b>  | Fixed until January 2026.   |
| <b>Place of Work:</b>                                       | Delapré Abbey, Northampton, or homeworking, subject to agreement.   |
| <b>Annual Leave:</b>  | 25 Days plus Bank Holidays pro rata (15 based on a 3 day per week role)   |
| <b>Pension:</b>   | The People's Pension – workplace pension scheme, Employer Contribution 3% with an Employee Contribution 5%.   |
| <b>Notice Period:</b>                                       | 3 months  |
| <b>Probation:</b>   | The post will be subject to a three-month probationary period, during which time, either party may give the other one weeks written notice  |
| <b>In Service Training:</b>                                 | Time allowed for in-service training, subject to budgetary provision.   |
| <b>Smoking:</b>   | We operate a no smoking policy  |
| <b>Discretion to Act:</b>                                   | Specific delegated powers are allocated to the post holder in line with authority matrix.   |
| <b>Environment:</b>   | <p>In extreme circumstances, the post holder may need to be contacted in the event of an emergency related to their area.</p> <p>The post holder will be expected to work regular evenings and weekends.</p> <p>The post holder works in a public environment so the potential risk is assessed as being low to moderate.</p> <p>It is important that the DAPT Lone Working Policy is followed.</p> |
| <b>DAPT operates on a 24 hour, 365 days per year basis.</b> |   |
| <b>Unsocial hours</b>                                       |   |
| <b>Risk</b>   |   |

## Person Specification

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|---------------------------|---|---|
| <b>Job Title</b>          | <b>Fundraising Officer</b>  |   |
| <b>Category</b>           | <b>Essential</b>  | <b>Desirable</b>  |
| <b>Knowledge</b>          | <p>K1 – Demonstrable experience of successful fundraising from multiple sources in the cultural and heritage sector over a period of no less than three consecutive years.</p> <p>K2 – Knowledge of fundraising operations and legislations.</p> <p>K3 – Understanding of Capital fundraising projects.</p> <p>K4 - Understanding of and a commitment to following the Fundraising Regulator’s Code of Conduct</p>  | <p>K5 - Have an understanding of the DAPT.</p> <p>K6 – Understanding of national sector developments within fundraising.</p> <p>K7 –Understanding of central government funding schemes</p> |
| <b>Skills</b>             | <p>S1 – ability to deliver multiple projects on time and to budget. Ability to translate fundraising needs to all staff, volunteers and stakeholders effectively.</p> <p>S2 – ability to champion the needs of the Trust and articulate our purpose, mission and impact.</p> <p>S3 - Excellent organisational skills, being able to work under pressure, to prioritise and meet team, function and organisational objectives within set timeframes.</p> <p>S4 – Confident in bid writing and working in multiple bids at the same time.</p> |   |
| <b>Aptitude</b>           | <p>A1 - Proven teamwork ethic. Understanding and ability to respond to organisational, service delivery and functional demands.</p> <p>A2 – Proven understanding and ability to engage with individuals across the sector to support organisational and personal development.</p>   |   |
| <b>Experience</b>         | <p>E1 – Track record of achieving fundraising targets and working with colleagues across all areas to encourage everyone to be a fundraiser.</p> <p>E2 - experience of delivering fundraising events and activity.</p> <p>E3- experience of developing initiatives that either generate funds through fundraising or enterprise activity.</p>   | <p>E4 - experience of working with a wide range of volunteers and community groups, and an understanding of the sensitivities of doing so.</p>  |
| <b>Education</b>          | Q1 - GCSE or equivalent in English and Maths.   |   |
| <b>Personal Qualities</b> | <p>P1 - Able to present self and work effectively.</p> <p>P2 - High levels of honesty, integrity and discretion.</p> <p>P3 - Ability to work with agreed standards of professional boundaries and confidentiality.</p> <p>P4 - Ability to communicate effectively and with empathy to people from all walks of life and in a way that embraces the values of the Trust</p>  |   |



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| <b>Circumstances</b>          |   | C1 - Able and willing to work unsocial hours.<br>C2 - Hold a full driving licence and have own transport. |
| <b>Health</b>                 | H1 - Able to meet the requirements of the post with or without reasonable adjustment. |   |
| <b>Equality and Diversity</b> | O1 - An understanding of equality and diversity.                                      |   |

To apply please send a copy of your CV and a cover letter outlining how you meet the person specification to [recruitment@delapreabbey.org](mailto:recruitment@delapreabbey.org) with ‘**Fundraising Officer**’ in the subject line.

The deadline for applications is **12noon on Wednesday 24th May 2023**.

Interviews will be held w/c **Monday 5th June 2023**.

For further information on the role or Delapré Abbey, please give us a call on **01604 760817** or visit [delapreabbey.org](http://delapreabbey.org).

Delapré Abbey Preservation Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best.

We will ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

If you would like to discuss an alternative application process please get in touch with us on **01604 760817**.