

Community Fundraising Officer

Job Description and Person Specification

Job Summary

Blackstone Trust is a faith-based charity committed to international development. The Fundraiser reports to the Chief Executive and plays a central role in sustaining the charity's mission by leading volunteer recruitment, coordination and support, developing and delivering fundraising events, and building relationships with individual donors and community groups.

The successful candidate will manage a growing volunteer base, ensure best practice in volunteer management and safeguarding, and contribute to achieving the charity's annual fundraising goals. This is a home-based role with essential UK travel for events, and occasional international travel (approximately 2-3 occasions per year) to support volunteers and fundraising activities.

Key Responsibilities

Volunteer Recruitment, Coordination and Support	Fundraising Events and Donor Engagement
<ul style="list-style-type: none"> ▪ Develop and execute volunteer recruitment strategies to attract candidates from diverse backgrounds and communities. ▪ Conduct induction and training for new volunteers covering role requirements, safeguarding expectations, data protection, and organisational values. ▪ Allocate volunteers to fundraising and event support roles, matching skills and interests to organisational needs. ▪ Maintain accurate volunteer records using appropriate systems, including DBS information where required, contact details, availability and performance notes. ▪ Provide ongoing supervision, support and pastoral care to volunteers; address concerns and manage feedback promptly. ▪ Plan and deliver volunteer recognition and appreciation activities including celebrations, feedback sessions and annual reviews. ▪ Ensure compliance with safeguarding policies, Charity Commission guidance and duty of 	<ul style="list-style-type: none"> ▪ Develop, coordinate and deliver fundraising events including community gatherings, fundraising dinners, awareness-raising activities and challenge events. ▪ Identify and cultivate relationships with individual donors, community leaders and supporters to encourage sustained giving. ▪ Manage all administrative aspects of fundraising campaigns including logistics, communications, budgets and donor stewardship. ▪ Plan and undertake travel within the UK and internationally (approximately 2-3 occasions per year) to support events, donor visits and volunteer activities. ▪ Ensure all fundraising activities comply with the Fundraising Regulator's Code of Practice and relevant charity law. ▪ Track and report on fundraising progress and income against agreed targets; maintain detailed records of all fundraising activity. ▪ Collaborate with the Chief Executive and trustees on fundraising strategy and donor communications.

<p>care requirements when working with volunteers.</p> <ul style="list-style-type: none"> Report on volunteer engagement, retention and outcomes to the Chief Executive and trustees on a regular basis. 	
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Data, Compliance and General Duties

Maintain and manage volunteer and donor data securely, ensuring compliance with UK Data Protection legislation (GDPR and Data Protection Act 2018). Keep accurate records of all fundraising and volunteering activities and maintain confidentiality of sensitive information.

Participate in safeguarding training and mandatory induction on charity policies, procedures and governance. Report any safeguarding concerns or incidents to the Chief Executive promptly and according to policy. Support the charity's mission and values; demonstrate commitment to equality, diversity and inclusion in all work.

Person Specification

Criteria	Essential	Desirable
Experience	<p>3-4 years demonstrated experience in fundraising and/or volunteer management within a charity, not-for-profit or community setting.</p> <p>Evidence of successfully recruiting, inducting and managing a team of 15 or more volunteers. Proven track record of planning and delivering fundraising events that generated measurable income. Understanding of UK charity safeguarding requirements, data protection and volunteer management best practice.</p> <p>Experience working with diverse communities and different cultural contexts.</p>	<p>Experience in international development sector or with faith-based organisations. Knowledge of Islamic principles, charitable giving and community engagement in Muslim contexts.</p> <p>Experience with fundraising databases or CRM systems. Previous involvement in overseas fundraising activities.</p>
Knowledge, Skills and Competencies	<p>Strong written and verbal communication skills. Excellent organisational and planning skills; capable of managing multiple priorities under pressure. Detail-orientated with strong administrative capability. Problem-solving ability and resilience. Ability to work independently from home-based setting; self-motivated and disciplined.</p> <p>Comfortable with UK and international travel (up to 2-3 occasions per year). IT competence including email, databases, spreadsheets and video conferencing. Ability to establish and maintain professional relationships.</p>	<p>Experience with social media and digital fundraising communication. Familiarity with fundraising and CRM software systems. Project management experience.</p> <p>Basic graphic design or creative skills.</p> <p>Budget management or financial administration experience.</p>

Personal Qualities and Values	<p>Genuine commitment to Blackstone Trust's mission and values. Empathy and respect for volunteers. Takes responsibility and accountability for outcomes.</p> <p>Reliable and trustworthy; maintains confidentiality and professional boundaries. Shows initiative and willingness to do practical tasks. Inclusive approach; demonstrates respect for diverse backgrounds, cultures and beliefs. Professional approach to safeguarding and duty of care.</p>	<p>Understanding of faith-based values and commitment to social justice.</p> <p>Experience working in international or cross-cultural environments. Flexibility and adaptability in ambiguous situations typical of small charities.</p>
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Role Requirements and Conditions

Requirement	Details
Reporting and Accountability	<p>Reports to: Chief Executive. Accountable for volunteer management, fundraising activity and compliance with safeguarding and data protection obligations.</p>
Working Arrangements	<p>Location: Home-based. Essential UK travel for fundraising events and volunteer activities. Occasional international travel (approximately 2-3 occasions per year) to support fundraising activities, volunteer engagement and donor visits. Travel costs will be reimbursed by the charity.</p>
Safeguarding and Statutory Requirements	<p>This role requires an Enhanced Disclosure and Barring Service (DBS) check. The successful candidate will comply with the charity's safeguarding policy and code of conduct. Data protection training and safeguarding induction are mandatory. Any concerns relating to safeguarding or welfare must be reported to the Chief Executive immediately.</p>
Salary and Terms	<p>Salary: Negotiable based on experience (aligned with charity sector benchmarks). Permanent full-time position. Standard UK employment terms and conditions apply. Right to work in the UK required.</p>