



### **Job Description Community Fundraiser and Social Media**

<b>Salary:</b>	£7.85 per hour
<b>Hours of work:</b>	14 hours a week, work pattern to be agreed with successful candidate
<b>Responsible to:</b>	Service Manager/Chief Executive

#### **Main duties and responsibilities**

- Organise and deliver fundraising events including a fundraising dinner
- Input into the developing community fundraising plan by researching and forward planning events and campaigns
- To raise the Charity's profile through maintaining a social media presence through Facebook and Twitter
- Develop and maintain websites, social media and other digital channels creating and publishing written and visual content
- Monitor and respond to enquiries through social media channels
- Develop and maintain appropriate spreadsheets / databases to keep accurate records and up-to-date information on all current, potential supporters and fundraising activities
- Writing content for press, social media and our website
- Develop publicity materials and content for our website
- Promote the charity to encourage digital donations
- Disseminate our literature to partner agencies in target locations
- Building a photo library for use in publicity
- Maintain efficient filing systems

#### **Working Conditions and Environment:**

1. The post is based at The Quetzal Project's premises in the city centre. However you may be required to work from other places for events and networking.
2. The post holder may be required on occasion to work outside normal working hours weekends and evenings. Time off in Lieu will be granted under these circumstances.

#### **Additional Requirements:**

- This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the Charity.
- Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.
- To work in a non-discriminatory manner and in accordance with the Charity's Equal Opportunities Statement.

**SUPPORTING WOMEN RECOVERING FROM THE TRAUMA OF CHILDHOOD SEXUAL ABUSE**

The Quetzal Project • Registered Charity No. 1141890 •

Company limited by guarantee • Registered in England and Wales Company No. 5319865



- Comply with the provisions of the Data Protection Act 1998, the Computer Misuse Act 1990, Human Rights Act 1998, The Freedom of Information Act 2000, Equality Act 2010 or any amendment or any statutory re-enactment thereof at all times.
- To take all necessary steps in order to ensure that information acquired through their employment or contained within the Charity is kept confidential.
- Carry out all duties outlined above in accordance with all the Charity policies and procedures.

**Date: September 2017**

SUPPORTING WOMEN RECOVERING FROM THE TRAUMA OF CHILDHOOD SEXUAL ABUSE

The Quetzal Project • Registered Charity No. 1141890 •

Company limited by guarantee • Registered in England and Wales Company No. 5319865