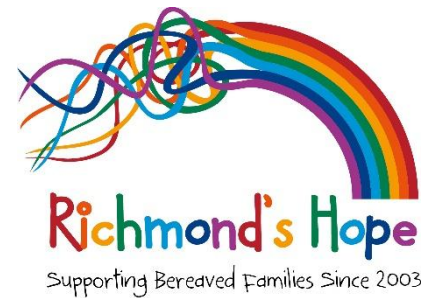


Job Title: Part-Time Community & Events Fundraiser

Reporting To: Fundraiser & Development Officer

Hours: 9am-5pm; 3 days a week (24 hours)

Salary: £26,431 (pro rata)



Location: Hybrid: Home-based, Edinburgh office at Norton Park with occasional travel to other bases

About Richmond's Hope

Richmond's Hope provides specialist bereavement support for children and young people. With increasing demand for our services and growing fundraising income, we are expanding our team to strengthen community engagement and fundraising efforts.

Role Summary

We are seeking a proactive and passionate Community & Events Fundraiser to build relationships, develop fundraising initiatives, and grow support for Richmond's Hope within the local community. This newly established role offers an exciting opportunity to unlock untapped fundraising potential by engaging with schools, businesses, sports clubs, and individuals looking to support a meaningful cause.

Key Responsibilities:

- Develop and maintain relationships with local schools, businesses and community organisations to secure fundraising support.
- Organise and support community fundraising events
- Create fundraising toolkits and resources to empower individuals and groups to raise funds independently
- Work closely with the Fundraiser & Development Officer to implement digital and communications strategies
- Create & collate content for social media channels & charity website
- Represent Richmond's Hope at community events, networking meetings, and presentations
- Provide excellent supporter stewardship, ensuring families and supporters feel valued and engaged
- Identify opportunities for growth and improvement within community fundraising & event income streams.

Person Specification:**Essential:**

- Experience in fundraising, community engagement, or event planning
- Strong communication and interpersonal skills, with the ability to build meaningful relationships
- Experience in managing social media platforms and Content Management Systems such as WordPress
- Enthusiastic, proactive, and able to work independently
- Passionate about Richmond's Hope's mission and the impact of bereavement support for children and families.

Desirable:

- Knowledge of digital and social media fundraising techniques
- Experience working within the charity sector
- Understanding of local community networks and fundraising trends
- Driving licence and access to own vehicle

Benefits:

- Opportunity to make a tangible difference in the lives of bereaved children and families.
- Flexible working arrangements
- Supportive and collaborative team environment