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| **Job Title** | **Fundraiser/ Deputy Manager** |
| **Hours (per week)** | **12 hours over 2 or 3 days** |
| **Location** | **Hastings** |
| **Salary** | **NJC point scale 29 (£25,440 pro-rata)** |
| **Responsible to** | **Service Manager** |
| **Length of contract** | **Permanent post (subject to funding).** |
| **Annual Leave** | **4 weeks (pro rata) + Christmas shut-down period rising to 5 weeks after 5 years continued employment.** |

Counselling Plus is a charity which offers confidential counselling to people aged 16 years plus, in the local area. One of our main aims is to provide a service for those on low income or living on benefits. The counselling is delivered by volunteer counsellors and we have an increasing demand for our services. The service was established in 1992 and now offers counselling in Hastings, Bexhill, Rye and Northiam

**Main Duties**

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| To seek funding opportunities and write tenders. |
| Work alongside the Service Manager to identify opportunities and maintain the progression and direction of the service. |
| Act as Deputy Manager in the absence of the Service Manager. |
| Interview probationary counsellors alongside the Service Manager. |
| Play a part in the running of the main office whilst maintaining and developing systems alongside existing staff. |
| Support the Service Manager with other duties as required |
| Attend monthly Team Meetings |
| Attend other meetings as required by the service |

**Person Specification**

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| Must have relevant experience of fundraising and a thorough understanding of the voluntary sector |
| Must have the knowledge and ability to source appropriate grants |
| Able to produce good quality reports and tenders |
| Have an appreciation of the need for accuracy and attention to detail |
| Counselling qualification preferred but not essential, or experience within a related field. |
| Must have managerial experience and show an ability to support counsellors and admin staff in the absence of the manager |
| Have the flexibility to work additional hours to offer cover in the manager’s absence |
| Ability to work under pressure at times |
| Able to be flexible and able to switch from one task to another |
| Excellent planning and administration skills |
| Able to work both alone and as part of a strong, supportive team |
| Ability and experience of managing various diaries and meeting deadlines |
| Good IT skills |

Counselling Plus Community strives to be an Equal Opportunities employer (within the limitations of the building) and we recruit on ability without regard to race, age, religion, physical or mental history etc

This post requires an Enhanced DBS check (Disclosure and Barring Service - previously CRB).

This job description is subject to amendment without changing the level of responsibility.