

Job Description

Job Title:	Fundraising and Development Officer
Reports to:	Head of Communications and Development
Directorate:	Communications and Development
Position Type:	0.6 FTE, Permanent
Pay	£16.8-£18k (pro rata)

Role Summary

Port Sunlight was declared a conservation area in 1978. It contains more than 900 Grade II listed buildings in 130 acres of parkland and gardens. It is also home to a thriving community and welcomes hundreds of thousands of visitors a year. It is important to strike a balance between the past and the present, which is where Port Sunlight Village Trust comes in.

Port Sunlight is considered to be one of the finest surviving examples of an industrial worker village and is an important national heritage asset. Port Sunlight is noted for its significant influence on the design of 'garden villages' around the world and its emphasis on providing beauty for all.

This is a varied and fun fundraising role working alongside colleagues in commercial, heritage, education, operations and landscape teams to grow our income by securing funding and donations from funding bodies, major donors and individuals, while working collaboratively to grow support and awareness of our charity's work.

You will deliver our fundraising strategy and day-to-day fundraising activity, which includes researching, identifying and applying for funds, developing one-off and recurring donation opportunities, and supporting colleagues with applications for projects.

You will raise the profile of our organisation as custodian of Port Sunlight, and ensure that village residents, businesses, groups and key stakeholders in the region are aware of and engaged in our fundraising priorities.

You will use your experience as a fundraiser to achieve both financial results, and also stakeholder and funder advocacy. You will use your skills as an excellent communicator, juggle competing priorities and be effective in managing projects.

Key Accountabilities

- Manage and deliver the organisation's overarching fundraising strategy
- Develop donation products across all channels
- Develop and deliver bespoke fundraising strategies for key projects
- Research funding opportunities that align with our strategic aims
- Coordinate funding applications, track applications and write applications where relevant
- Work closely with colleagues to develop and deliver fundraising activities that align with our strategic aims and deliver incremental income
- Monitor and report on fundraising performance against targets
- Develop a portfolio of funders and potential funders, build relationships with

- them, and proactively manage relationships
- Be involved in raising income through commercial activity where appropriate
- Coordinate events and initiatives that align with fundraising aims

Person Specification

Experience, skills, qualifications, and attributes:

- Demonstrable fundraising experience, ideally with a track record in a museum, heritage, cultural or visitor attraction setting
- Excellent personal and communication skills
- Excellent written and presentation skills
- Event and project management experience
- Proven track record in achieving targets
- Organised, punctual and the ability to multi-task
- Demonstrable experience of building partnerships

All Port Sunlight Village Trust employees must meet the following core competencies:

- **Customer Focus** Through provision of excellent customer service, ensures the Customer is at the heart of everything we do.
- **Teamwork** Works collaboratively across the organisation to achieve PSVT's goals and objectives.
- **Making things happen** Has a can-do attitude to the role and identifies solutions to maximise performance in a timely manner.
- **Role Model** Represents PSVT at all times, and acts in manner that is professional, courteous, and helpful.

Port Sunlight Village Trust Values:

- We are a respectful and welcoming organisation that values inclusivity and fairness.
- We thrive on collaborative communication, partnerships, and creative problem solving.
- We are a progressive community that encourages innovation, learning, and action for the future.
- We are genuine in representing Port Sunlight with honesty, transparency, and a willingness to listen.

Our commitment to you

Port Sunlight Village Trust is committed to ensuring that our recruitment processes for both paid and voluntary positions are equitable and accessible. If you need additional support or guidance with your application, please do get in touch with us. Individuals are encouraged to apply for all positions regardless of age, disability, sex, gender reassignment, sexual orientation, offending background, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships. We will make all reasonable adjustments to enable individuals to carry out their roles effectively.

Standard Checks (as applicable to role)

Right to Work in UK	Yes
DBS (Standard CRB Check)	N/A

DVLA	N/A
Qualification	Yes
Employment History / References	Yes