

Job Description

Job Title:	Income Generation Officer
Reports to:	Head of Communications and Development
Directorate:	Communications and Development
Position Type:	Permanent, 0.6 FTE/3 days per week, Flexible/Hybrid
Pay	£18,000 per annum (0.6 FTE, pro rata to a full-time equivalent of £30,000)

Role Summary

Port Sunlight Village Trust is an independent charity and custodian of one of the finest surviving examples of an industrial worker village in the world and an important national heritage asset. We look after the village for the benefit of everyone who lives, works and visits here. We are funded primarily by rental income from residential and commercial properties, alongside visitor and retail income, grants and donations.

This is a varied and rewarding fundraising role working alongside colleagues in the Trust's commercial, heritage, education, community and conservation teams, working collaboratively to grow support and awareness of our charity's work.

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

Working as part of the Communications and Development team, you will help to raise the profile of our organisation as custodian of Port Sunlight, and ensure that village residents, businesses, relevant groups and key stakeholders are aware of and engaged in our fundraising priorities.

Key Accountabilities

- Deliver the charity's overarching fundraising strategy, working with the Head of Communications and Development
- Maintain and 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 and track funding applications, and writing applications or supporting colleagues with applications
- Work closely with colleagues to develop and deliver fundraising events and activities that align with our strategic aims and increases income
- Monitor and report on fundraising performance against targets
- Build a portfolio of funders, potential funders and supporters using our CRM
- Be involved in commercial income generating activity where appropriate

Person Specification

Experience, skills, qualifications, and attributes:

- Demonstrable fundraising, business development or similar experience, ideally within 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 income 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 the Trust'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 the Trust 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