

JOB DESCRIPTION

Name of project:	Fund-raising and Engagement
Employer:	Norfolk Community Law Service
Address:	14 Prince of Wales Road, Norwich, NR1 1LB
Title of Post:	Fund-raising and Engagement Officer
Responsible to:	Chief Executive Officer
Reviewed:	June 2024

Job Summary: The Fund-raising and Engagement Officer role is dedicated towards identifying new sources of income for NCLS (Norfolk Community Law Service), as well as developing new partnership opportunities, in particular within the legal and general business sector within Norfolk.

The majority of NCLS' funding is derived from grants or agreements with public sector bodies, which our management team works hard to secure. However, we believe there are many other opportunities to secure funding, which we are currently not able to fully focus on and this is one of the core purposes of this role.

We are also keen to build even closer relationships with Norfolk's legal and business sector, to explore both funding and volunteer opportunities. The Fund-Raising and Engagement Officer will work closely with the CEO to help forge and develop these relationships.

Responsibilities:

- Work with CEO and Senior Management Team to draw up a Fund-Raising strategy and identify key target areas
- Work with CEO and Senior Management Team to draw up an Engagement strategy and identify new partnership opportunities
- Identify, manage and pursue new sources of funding for NCLS
- Create and deliver communication campaigns for new funding streams
- Organise events or other activities that aim to generate donations, recruit volunteers or increase awareness
- Seek new supporters, both individual and through organisations, prepared to maintain or begin regular donations to NCLS
- Act as the representative of NCLS at relevant key events in the community

- Build and strengthen our links with Norfolk's legal sector to engage more pro-bono solicitor volunteers and regular sources of funding
- Build relationships with other organisations to identify new funding, relationship and volunteer opportunities for NCLS
- Engage with our most committed supporters and deliver excellent supporter experience
- Innovate and build on the way that you generate income in your area
- Be the first point of contact for service user families, to offer opportunities to them and their networks to engage with the wider charity as they would like i.e. fundraising, volunteering, sharing their story
- Highlight the work of NCLS and how we improve life for our clients
- Contribute to the development of relevant materials or other resources
- Maintain the standard of professional service in line with relevant policies and procedures

General Duties

To maintain a duty of confidentiality in respect of all client matters at all times;

To abide by the NCLS Equal Opportunities policy and to implement any relevant practice guidelines.

To adhere to NCLS hybrid model of home working and office working agreeing to attend the office at the required hours.

To undertake any other duties commensurate with the post as per the requirements of the Board.

Special Considerations

Occasional evening and weekend work with regard to NCLS Lone Worker Policy

The above may be subject to alteration from time to time according to any changes in service delivery or priorities. Any such changes will be carried out following consultation with all parties involved.