



# Community Fundraising and Events Officer

Job Description & Person Specification

**BeyondAutism**  
**September 2024**

Registered Charity No. 1082599  
020 3031 9705  
[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

## Job overview

Do you enjoy a challenge and want to deliver dynamic and forward-thinking Community and Events Fundraising initiatives? If so, then this is the role for you.

We are offering a great opportunity for an experienced Community and Events Fundraiser in order to help cultivate relationships with and for community and event fundraising activities, grow the current programme of events, increase income generation and foster long-term supporters. You will be able to communicate with people at all levels and adapt to changing priorities. The ability to work flexibly (including occasional unsocial hours) is vital and we'll offer flexibility in return.

# What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



## Pension scheme \*

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



## Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



## Season ticket loan \*

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



## Bicycle loan \*

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



## Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



## Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



## Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



## Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



## Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



## Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



## Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (\*) are contractual benefits open to staff who have been in post for three months or more.

# About the role

## Community Engagement and Fundraising

- Proactively seek new 'in aid of' supporters in the local community including local companies, schools and clubs
- Build relationships and steward local community groups, memberships and associations to encourage ongoing engagement
- Support the delivery of community challenge events
- Ensure that fundraising activity complies with relevant legal requirements
- Any other duties which may reasonably be required of the post
- Utilise the donor database to develop and manage supporter relations
- Support the management of online fundraising platforms and help and encourage supporters (individual and corporate) in using these to maximise revenue
- Support the creation of engaging and innovative storytelling content for multi-channel use, aiding the planning and delivery of online fundraising campaigns
- Assist the creation of marketing materials including fundraising packs, posters and website copy to recruit supporters and advertise events
- To be an ambassador for BeyondAutism

## Planning, Monitoring and financial management:

- Contribute to and deliver against annual targets and budgets
- Ensure that accurate, up to date financial and supporter records are maintained and are accessible
- Receive, record, bank and process income and ensure that strict financial controls are maintained

## To fulfil the administrative elements of the post

- Keep clear, accurate records relating to all fundraising events and activities
- Manage and maintain the donor database and ensure all donations, communications, and gifts are accurately logged using Raiser Edge
- Provide first class supporter engagement through telephone calls, meetings, letters and ensuring all supporters are thanked and acknowledged in a timely manner

## To fulfil any other responsibilities of the post including

- Demonstrating commitment to BeyondAutism's mission statement and aims
- Attending internal or external meetings as required

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the charity and its services. The post holder will be expected to undertake other reasonably appropriate duties as requested by the line manager.



# What you will bring to the role

We are looking for passionate and dedicated people who want to make a truly positive impact on autistic people's lives. Working as part of the Fundraising team, You will be responsible for developing long-term relationships with community organisations and creating impactful events.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good level of educational attainment</li> <li>• 5 GCSEs or equivalent. Passes in Maths and English at grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• A Levels or FE qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• A minimum of two year's successful experience of community fundraising within the voluntary sector</li> <li>• Experience of generating community fundraised income, working towards and achieving income/expenditure targets</li> <li>• Experience of identifying and securing community partnerships and local fundraising opportunities</li> <li>• Experience of researching local companies and trusts. Ability to plan and deliver offline and online activities and events</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar working to targets and budget setting</li> <li>• Knowledge of the charity sector</li> <li>• Sound understanding of the application of charity legislation to fundraising activity</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written, sufficient to develop effective relationships with supporters and from a range of backgrounds</li> <li>• Good organisational skills with the ability to effectively manage a diverse and changing workload, meeting deadlines to required standards</li> <li>• Negotiation and influencing skills sufficient to manage and direct the activities of supporters</li> <li>• Ability to deliver effective presentations to groups of people from differing backgrounds</li> <li>• Strong time management, organisation and IT skills, including Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Positive, enthusiastic and flexible attitude</li> <li>• Project management skills</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• Ability to develop and maintain effective record keeping systems, both paper based and digital</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work effectively as part of a team, offering and receiving support as required</li> <li>• Able to work to deadlines and plan accordingly</li> <li>• Research skills, with the ability to retrieve information and construct compelling stories from a variety of data</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge social media and platforms</li> </ul>
Essential personal qualities	<ul style="list-style-type: none"> <li>• Team player or working on own with equal enthusiasm.</li> <li>• Able to take initiative. Creative</li> <li>• Inspires confidence and trust with an open and honest approach</li> <li>• Tenacious and resilient</li> <li>• Flexible, adaptable and able to relate well to different types of people</li> <li>• A commitment to safeguarding and promoting the welfare of children and young adults</li> </ul>	<ul style="list-style-type: none"> <li>• Tact and diplomacy</li> </ul>

<b>SALARY SCALE:</b>	£27,320 to £31,670 depending on experience (O4 – O9)
<b>HOURS:</b>	Monday to Friday 37.5hrs. (some evening weekend events may be required)
<b>REPORTS TO:</b>	Head of Fundraising
<b>LOCATION(S):</b>	Hybrid with some home working and across BeyondAutism's services in London
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	25 days per annum, plus bank holidays
<b>HOW TO APPLY:</b>	<p>If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a>.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> <li>• Why you are interested in applying for this role</li> <li>• How your skills/experience meet the requirements of the person specification</li> </ul> <p><b>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</b></p>

If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk).

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

