

Fundraising Officer

Job Description

Title:	Fundraising Officer
Reporting to:	Head of Fundraising and External Affairs
Salary:	£18,414 for 21 hours a week (£30,690 full time)
Hours:	Permanent, part time - 21 hours. We are flexible about how these hours are spread during the working week (8am - 7pm, Monday - Friday).
Location:	Hybrid, based in our London office with some home working (London office - The Foundry, 17 Oval Way, London SE11 5RR).

At Prisoners' Education Trust (PET) we believe that everyone in prison, wherever they are and whatever their background, should have access to education.

We offer distance learning courses, advice and guidance and help around 1,400 learners each year to study, giving them the skills and qualifications to build brighter futures. We offer 125 different courses including GCSEs and A-levels, Open University Access modules and a wide range of professional courses.

We also use our policy and advocacy work to improve prison education and show prisons, policymakers and the public the impact it can have – for people in prison, their families, and society.

The Fundraising Officer is a critical member of the Fundraising and Communications team. The role provides administrative support for the team in our work with individual donors and events, and manages a number of relationships with grant making trusts and corporate funders.

The Fundraising Officer works closely with each member of the Fundraising and Communications team, and contributes to ensuring our best practice approach to our fundraising activities. Fundraising is always a challenge, but especially now. The Fundraising Officer is vital to ensuring PET can raise the funds needed to achieve our vision of making every prisoner a learner, and every prison a place to learn.

We are committed to building a truly diverse team and are working hard to make equality, diversity and inclusivity part of who we are and everything we do.

The work of the Fundraising Officer will focus on the following areas:

- Researching and preparing applications and reports for grant making trusts and corporate funders.
- Delivering the communications plan for individual donors, leading on the creation of materials to support this (for example update letters or leaflets).
- Supporting the administration of donations and grants, updating information on our fundraising database (Beacon), and maintaining electronic and paper filing systems.
- Supporting the administration and delivery of PET's events programme, working with the Individual Giving Manager.
- Supporting the Head of Fundraising and External Affairs to ensure compliance with the Code of Fundraising Practice set out by the Fundraising Regulator.
- Supporting changes to and maintaining the functionality of our fundraising database, ensuring good practices in data management.

- Gathering stories, quotes and feedback for use in fundraising activities, using our Salesforce database to support this.
- Maintaining the PET fundraising website pages, and updating events and activities when relevant in liaison with the Communications team.
- Other general tasks as required.

The Fundraising Officer should have these skills and experience:

- Experience of providing administrative support in a fundraising capacity.
- Ability to research and submit applications and reports to grant making trusts.
- Good organisational skills with an ability to manage multiple tasks.
- Excellent attention to detail.
- Ability to draft correspondence.
- Ability to communicate effectively and persuasively both verbally and in writing to different audiences.
- Strong IT skills, including competence in using MS Office, and data entry skills.
- Flexible, proactive and able to work cooperatively as part of a small team.
- Understanding of and commitment to Prisoners' Education Trust's mission and values.

Practicalities

- This **permanent** role is **part time** (21 hours/week). PET is flexible in how you approach these hours. We would expect the hours to be worked between 8am - 7pm, Monday to Friday.
- You will have **25 days of annual leave (pro rata)** each year, in addition to bank holidays.
- You can claim **time off in lieu** for any evening or weekend events you have to attend as part of your role.
- We provide a **good induction and ongoing support**, especially during your probation period (six months).
- We encourage **learning and development opportunities** with monthly one to one meetings with your line manager and an annual appraisal.
- PET undertakes a **pay review** using an external benchmarking company every other year (next due Autumn 2025). In between these reviews, the Board consider a cost of living increase every other September.
- As your role will require use of a computer screen, PET will pay for any **eye tests** which are required.
- PET policy will require the holder of this post to undergo a **DBS check** should their job activities require unsupervised contact with vulnerable adults and/or young people.

Perks

- A **5% contribution** towards a Group Personal Pension Scheme is offered after three months of employment (which is then backdated). In order to qualify for this an employee must be an active member of the pension scheme making a minimum 2% employee pension contribution.
- You have access to **3 paid volunteering days (pro rata)** each year.
- PET will cover the costs of a **professional membership** (e.g. Institute of Fundraising) and is an organisational member of **CharityComms**.