

# Community Fundraising Coordinator job description



Job Title:	Community Fundraising Coordinator		
Organisational Level:	Fundraising and Communications Team Member		
Hours:	Full time - 37.5 (part-time would be considered for an exceptional candidate – min. 30 hours)	Status:	Permanent
Responsible to:	Events & Community Fundraising Manager		
Responsible for:	N/A		
Location:	Hybrid working – SpecialEffect Office, Charlbury/max 2 days WFH each week (after probation)		
Date produced:	28/04/2025	Date for review:	28/04/2026

SpecialEffect is an award-winning UK charity that exists to help people with severe physical challenges to get more out of life by giving them access to video games and technology. Known as The Gamers' Charity, gamers and gaming communities are at the heart of both our work and those who make that work possible – our invaluable supporters.

## Main purpose of job:

This newly created role is an exciting opportunity to be the driving force behind our community fundraising at SpecialEffect. We are looking for an enthusiastic and dynamic fundraiser who will help develop and implement a new community fundraising strategy, and become the face of SpecialEffect in the local area – building relationships with supporters, mobilising volunteers, and working on creative fundraising initiatives that raise vital income and awareness.

This role will form strong and lasting relationships with our existing community and local business supporters with a focus on sustained engagement, retention and growth. They will also be involved in identifying and developing new community partners to ensure a reliable source of income for the future.

Elements of the community fundraising coordinator brief as defined here currently sit across a number of existing team members, so you will need the confidence to work alongside your colleagues to define your supporter base and manage the handover of key contacts to ensure a smooth transition of responsibility.

## Main Areas of Responsibility:

- Help develop and implement a new community fundraising strategy, that builds on the legacy of fantastic local support the charity has benefited from over the past 17 years, and takes on board new trends, concepts and best practice as we look to the future
- Deliver outstanding stewardship to our existing community supporters, including community groups, schools, and local businesses

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- Support the Events & Community Fundraising Manager to promote our events to community supporters and local businesses
- Support the Events & Community Fundraising Manager to develop new events that engage current and potential supporters in the local area
- Organise and deliver community fundraising activities and events
- Identify and implement opportunities for new community fundraising and awareness-raising initiatives and campaigns, including local Charity of the Year opportunities
- Represent SpecialEffect and forge lasting relationships by attending networking opportunities such as business breakfasts and other community events, delivering talks, and engaging with local media where appropriate
- Design and implement donor journeys for community supporters
- Work closely with the marketing and communications team to promote campaigns and fundraising activities through local channels and social media
- Work collaboratively with the Partnerships team to identify current and potential local businesses and manage the handover of key contacts to ensure a smooth transition of responsibility
- Work collaboratively with colleagues from the wider team to identify suitable prospects in other fundraising areas (eg. Events, Individual Giving) and work with colleagues to ensure smooth handover
- Ensure all community fundraising activities are compliant with relevant regulations, guidelines, and SpecialEffect's values and policies
- Maintain accurate records on our CRM
- Increase internal understanding of community fundraising and its impact

## Other responsibilities:

- Adhere to and comply with organisational policies, procedures and guidelines at all times
- Take responsibility for personal health and safety and that of colleagues and visitors
- Implement Risk Management Strategies and other Procedures
- Comply with the charity's policy on confidentiality, the Data Protection Act (DPA) (2018) and the UK General Data Protection regulations (UK GDPR)
- Act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation
- Although the standard working week is Monday to Friday, this requirements of this role will necessitate working outside of hours in locations away from the office, both in the UK and abroad, sometimes for several days at a time. A TOIL policy applies in such circumstances.

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## Key working relationships:

Events & Community Fundraising Manager

Finance and Office Manager

Fundraising and Communications team

CRM and Data Protection Manager (external)

# Community Fundraising Coordinator

## person specification



Factors	Essential	Desirable
Knowledge, Experience, Qualifications, Professional Memberships & Training	<ul style="list-style-type: none"> <li>• A proven track record in fundraising with demonstrated success in growing support amongst local community groups and businesses</li> <li>• Experience of implementing fundraising strategies</li> <li>• Strong relationship-building skills and the ability to engage with a wide range of people from different backgrounds within a fundraising context</li> <li>• Demonstrable experience in organising successful fundraising events, campaigns, or activities</li> <li>• High-level of working knowledge of Microsoft Office computer software packages</li> <li>• Full driving licence and access to own car</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in community and/or corporate fundraising</li> <li>• Familiarity with local networks in the Thames Valley area (we define this as Oxfordshire, Buckinghamshire and Berkshire).</li> <li>• Fundraising qualification</li> </ul>
Communication, Engagement & Relationships	<ul style="list-style-type: none"> <li>• Confident in establishing and maintaining internal and external relationships with colleagues, supporters, and other key stakeholders</li> <li>• Excellent communication skills, both written and verbal, with the ability to deliver engaging and motivational presentations and talks</li> <li>• Strong team player, with proven ability to work alongside colleagues when implementing change</li> <li>• Comfortable with occasional evening and weekend work and travel across the region.</li> <li>• Empathy with the Charity's mission, aims and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Experience engaging with physically disabled service users and/ or their families/ care-teams</li> </ul>
Team Skills	<ul style="list-style-type: none"> <li>• Ability to work independently and as a flexible team member, responding to situations with pragmatism and clarity, and adaptable to change as circumstances develop and new opportunities arise</li> </ul>	
Analytical, Problem Solving & Judgement Skills	<ul style="list-style-type: none"> <li>• A forward thinker and problem solver, able to use initiative and audience insight to identify opportunities for development or improvements and implement solutions.</li> <li>• Proficiency in using fundraising databases</li> <li>• Ability to use data to inform decisions</li> </ul>	

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<b>Planning &amp; Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Strong time management and organisational skills, including the ability to plan, prioritise and maintain quality of own workload.</li> <li>• Excellent organisational skills with the ability to plan and prioritise.</li> </ul>	
<b>Standards &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• To be able to operate competently regarding managing data and information in accordance with the Data Protection Act (DPA) (2018) and the General Data Protection regulations (GDPR).</li> <li>• Good understanding of the Code of Fundraising Practice</li> </ul>	
<b>Equality, Diversity &amp; Inclusivity</b>	<ul style="list-style-type: none"> <li>• To operate with respect and inclusivity for all</li> <li>• Understanding of the importance of inclusion, accessibility, and working with diverse communities.</li> </ul>	
<b>Personal / Professional Development</b>	<ul style="list-style-type: none"> <li>• Demonstrable dedication to continued professional development (CPD)</li> </ul>	
<b>Personal characteristics/ interests</b>	<ul style="list-style-type: none"> <li>• Committed and a conscientious approach to work</li> <li>• Passionate about the work and mission of SpecialEffect</li> <li>• Ability to remain calm and perform to a high standard under pressure</li> <li>• Empathetic and caring towards others</li> </ul>	

*This job description is a broad reflection of current duties, but it is not exhaustive. It will be reviewed on no less than an annual basis to reflect priorities and developments during the on-going appraisal and performance review process and any organisational change arising.*

# Community Fundraising

## Coordinator person specification

### Best Practice Recruitment

#### Equality & Diversity

The organisation is committed to achieving equality of opportunity for all employees and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

#### Health & Safety

The organisation recognises its duties under the Health and Safety at Work Act (1974) to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety. All employees under contract will be expected to comply with all appropriate Health and Safety policies and ensure all statutory and mandatory training is up to date.

#### Risk Management

All employees will always follow risk management policies and procedures. All employees are personally responsible for risk management issues in respect of yourself and colleagues. If you identify a potential hazard you should report it to the Admin Team at once using the organisational incident reporting process. If in doubt you should speak to your manager for guidance.

All employees have a responsibility to report accidents or incidents promptly and when requested, to co-operate with any investigation undertaken. All employees must use the safety equipment provided and report any defects to their manager. You must attend risk management training as directed by your manager.

If you are a manager or have line management responsibilities for employees, a department or area of work, you are responsible for the risk management issues in that area. In conjunction with risk management you will ensure that there is an annual risk management audit in your area, risks are identified on the local risk register and that where necessary, an action plan eradicating risks is drawn up and implemented.

#### Policies and Procedures

Employees are expected to follow organisational policies, procedures, and guidance as well as professional standards and guidelines. Copies of policies can be accessed via SharePoint. The organisation operates a policy which promotes a smoke free environment.

#### Appraisal and Personal Development

The organisation is committed to lifelong learning for all employees and has put in place an appraisal and development infrastructure.

All employees have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs to meet the agreed performance standards.

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### Information Governance

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual. The job holder must adhere to information governance policies and procedures including the Data Protection Act (2018).

Managers have a responsibility to ensure that their employees are equipped with the necessary tools to use in the implementation of information governance.

### Equal Opportunities

The organisation is committed to respect for others, equality of opportunity and diversity in the workplace. All managers and employees must know what is expected of them and are responsible for ensuring that this is delivered in practice in their day to day working lives. The organisation will not tolerate any forms of bullying or harassment in the workplace.

Signed:		Line Manager Name:		Date:	Click or tap to enter a date.
Signed:		Employee Name:		Date:	Click or tap to enter a date.