



# COMMUNITY FOUNDATION

## Candidate Information Pack

### Fundraising and Events Officer

£25,358 - £28,665

Full Time Equivalent

Happy to talk about flexible working.

Permanent Contract

**Close Date: Friday 8th November**  
**Interviews: w/c 18th November**

\*We're looking for the best candidates so we're happy to talk flexible working to suit your circumstances.

This includes home working and/or working from other locations, flexible working patterns, annualised hours, compressed hours and part-time hours.


# About

## Cardiff City FC Community Foundation



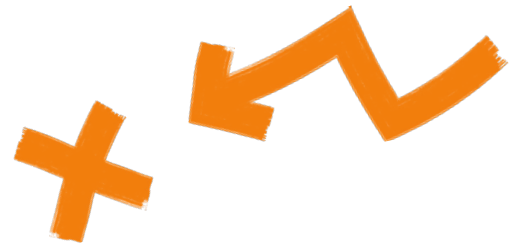
**Cardiff City FC Community Foundation is the official charity of Cardiff City Football Club. We use the inspiration of Cardiff City FC to change lives and transform communities.**

We tackle inequality and overcome barriers by fostering a sense of belonging to achieve our hat-trick of goals;

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- » Improving health and wellbeing
  - » Supporting learning & skills
  - » Building stronger communities



# About the Role



**The purpose of the role is to deliver our fundraising activities across corporate partnerships, individual giving and community fundraising events.**

Working with the Head of Fundraising, you will use your creativity and experience to help deliver our fundraising strategy while bringing a strong focus on relationship management and corporate partnerships. You will be responsible for stewarding individual supporters, corporate partnerships, and developing and overseeing a range of supporter fundraising events.

You'll bring strong administrative skills that will support the team and ensure the smooth delivery of these activities and use your sales experience to drive income generation. The role requires a proactive approach to building lasting relationships with corporate partners, sponsors, and individual supporters.

This role represents an opportunity to join a growing sport for development charity that uses the appeal of Cardiff City FC to change lives.

We're interested in your potential and want to build a strong high-performing team full of complementary experiences, not a group of people with the same perspectives.

We're looking for the best candidates so we're happy to talk flexible working to suit your circumstances. This includes home working and/or working from other locations, flexible working patterns and part-time hours (minimum of 3.5 days per week).





# How to apply



If you are interested and possess the right attributes required of this role, then please complete all the information listed below in the correct order using the **attached link**.

Please submit a covering letter outlining your experience and achievements in relation to the role description and person specification and complete the following Forms:

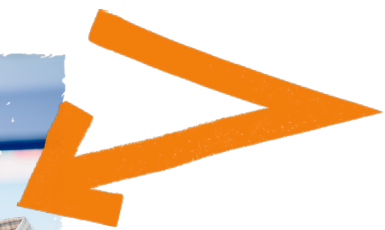
- » Equal Opportunities Form
- » Self-Declaration Form
- » Job Application Form

*\*Please note, we will be unable to assess your application unless all the above items are completed.*

Our workforce is our most important asset, as such we are committed to Equality, Diversity & Inclusion. We are therefore open to applications from people from a wide variety of backgrounds, who can bring unique skills and experiences to connect with people and our communities.

Cardiff City FC Community Foundation is committed to equality and the safeguarding of children and vulnerable adults. Positions that involve working with such groups are therefore subject to safer recruitment protocols, including an enhanced DBS check. This role is also subject to the receipt of satisfactory references.

For an informal discussion about the role please e-mail **[HR@cardiffcityfc.org.uk](mailto:HR@cardiffcityfc.org.uk)**



# Job Description



<b>Position:</b>	Fundraising and Events Officer
<b>Responsible to:</b>	Head of Fundraising and External Engagement
<b>Based at:</b>	Cardiff City House of Sport, Clos Parc Morgannwg, Cardiff, CF11 8AW
<b>Contract Type:</b>	Permanent
<b>Contracted hours:</b>	37.5 hours per week
<b>Salary:</b>	£25,358 - £28,665

## Job Purpose

The purpose of the role is to deliver targeted fundraising activities across corporate partnerships, individual giving and community fundraising events.

## Key Responsibilities & Accountabilities

### Strategy and Policy

1. To operate within the policies of the Community Foundation.
2. To support the Head of Income Generation to deliver the fundraising strategy.

### Leadership

3. To exhibit the highest standard of organisation values & behaviours.
4. To demonstrate the capability and willingness to lead and motivate others.

### Fundraising

5. To manage applications to Trusts, Foundations and commissioning bodies up to a value of c.£30k
  6. To manage Corporate Fundraising and Corporate Partnerships
  7. To deliver a minimum of 2 Cardiff City focused Challenge Events per annum (e.g. sponsored Abseil, Corporate 5-a-side),
  8. To cultivate key prospect, supporter and funder relationships, maximising income generation and lifetime value
  9. To provide excellent stewardship of existing supporters and funders.
  10. To communicate the role and importance of fundraising throughout the Community Foundation.
  11. To promote supporter-led fundraising events by providing the appropriate level of advice and resources to maximise income from minimum input.
  12. To build a strong, diverse pipeline of future opportunities.
  13. To project manage events which showcase the Community Foundation's work to our key stakeholders.
  14. To be aware of and respond to emerging trends in fundraising.
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- 15. To ensure all activity is properly recorded on the Charity's CRM (Salesforce).
- 16. To respond to all day-to-day enquiries about fundraising from the general public.

#### **Finance**

- 17. To properly record all fundraising income on the Charity's CRM (Salesforce).
- 18. To monitor the fundraising budget.
- 19. To demonstrate a good understanding of financial performance and report on variances to budget.
- 20. To ensure best use of resources at all times.

#### **General**

- 21. To understand and ensure compliance with the regulatory environment.
- 22. To champion the highest standards of safeguarding, data protection and health and safety.
- 23. To meet deadlines agreed with line manager and key partners with regard to reporting of key performance indicators and other targets.
- 24. To effectively manage and develop strong positive relationships with beneficiaries, key partners and stakeholders.
- 25. To undertake any relevant training as required by line-manager as appropriate.
- 26. To attend and participate in meetings with Community Foundation staff, funding providers and other meetings as appropriate.
- 27. To exhibit and promote company values & behaviours.
- 28. Promote and celebrate equality, diversity & inclusion.
- 29. To out carry any additional work and duties that meet the needs of the business.

## **Key Relationships**

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#### **Internal**

All Community Foundation Staff and Trustees.

#### **External**

Cardiff City FC staff and senior management, Funders, Corporate and Individual Supporters, any other external stakeholders that support and benefit the work of the Community Foundation.

# Person Specification



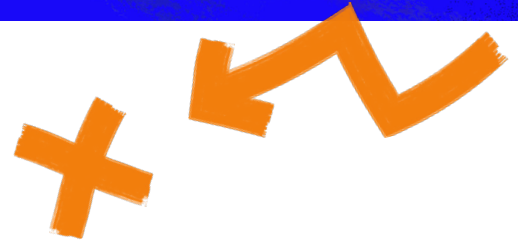
Personal Skills/Characteristics	Essential	Advantageous
<b>Experience</b>		
Experience of working in a fundraising or sales/customer facing role.	✓	
Experience of cultivating, managing and maintaining relationships.	✓	
Experience of managing a budget and meeting income targets.	✓	
Experience of working in marketing and communications.		✓
Experience of working in a small to medium sized charity.		✓
<b>Skills and Knowledge</b>		
Project management skills.	✓	
Proficient IT skills including confidence in all Microsoft Office packages	✓	
Proven ability to work to a high standard, with knowledge of best practice and with an eye for detail.	✓	
The ability to communicate clearly and concisely at all levels, actively listen, ask questions, clarify points and keep others informed.	✓	
Ability to plan and organise workload effectively.	✓	
Influencing and persuasion skills.	✓	
Excellent customer service skills.	✓	
An understanding of fundraising and legislation.	✓	
An understanding of the external landscape and community needs.		✓
Welsh speaker.		✓



Personal Skills/Characteristics	Essential	Advantageous
<b>Qualification and Training</b>		
Evidence of continuing professional development in the area of fundraising.		✓
Member of the Institute of Fundraising.		✓
<b>Personal Circumstances</b>		
Ability and willingness to work outside of normal working hours, including evenings and weekends where required.	✓	
Hold a full UK driving licence and access to a vehicle.		✓
<b>Personal Qualities</b>		
A positive attitude coupled with the ability to work as a part of a team and as an individual.	✓	







# Core Competencies



## 1. Attitude

- » Exhibit the highest standard of organisation values & behaviours.
- » Responsibility for the delivery of projects or programmes.
- » The capability and willingness to lead projects or programme to achieve success in line with project or programme plans.

## 2. Communication

- » The ability to communicate clearly and concisely at all levels.
- » Obtain and respond to feedback to improve performance of project or programme.
- » Share information, ideas and arguments with line manager.

## 3. Development & People

- » Capability and willingness to lead and motivate others.
- » A willingness to seek opportunities to support the learning and development of self.

## 4. Financial

- » A good understanding of project or programme financial performance.
- » Capability to monitor project or programme budgets.

## 5. Planning & Decision Making

- » Deliver as part of project or programme activating plans that are linked to organisation strategy.
- » Ability to problem solve and be flexible in approach.
- » Delivery of project or programme, reporting back on key successes or challenges.
- » Capability and willingness to lead on parts or whole projects and programmes.
- » Ability to deliver innovative and creative project or programmes.
- » Recognise limits of competency or authority and seek advice and guidance when require to do so.

## 6. Stakeholder & Client Focus

- » Hold positive working relationships with key stakeholders.

# Values



## Respect

We show respect and compassion.

## Passion

We are passionate about inspiring others

## Inclusion

We promote inclusion, celebrate diversity and challenge discrimination.

## Innovation

We imagine the possible and strive for continued improvement.

## Collaboration

We work together to make change.



# COMMUNITY FOUNDATION

[info@cardiffcityfc.org.uk](mailto:info@cardiffcityfc.org.uk)

02920 231 212

[www.cardiffcityfcfoundation.org.uk](http://www.cardiffcityfcfoundation.org.uk)

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