



The West of England MS Therapy Centre
reg charity no: 801155

a part of



Bradbury House, Wheatfield Drive
Bradley Stoke, Bristol, BS32 9DB

hello@thebrightwell.org.uk
01454 201 686

Job Description

Job Title: Member Engagement and Community Fundraising Officer

Location: The Brightwell. Wheatfield Drive Bradley Stoke

Hours: Part Time 22.5 hrs

Salary: £20-£24k pro-rata based on 35 hr week

Position Summary

We are seeking a part-time Member engagement and Community Fundraising officer to join our friendly and supportive team at The Brightwell. In this role, you will be fostering a warm community environment for our service users (members), as well as working to agreed fundraising targets. You will be helping the team to raise funds and awareness through partnerships with Community Groups and individuals as well as Town and Parish Councils, small businesses and other local charities. You will also enhance member participation on events and attract new beneficiaries. Fundraising experience is not essential, your desire to make a difference and build strong and meaningful connections are what will stand you apart.

Key Responsibilities Member Engagement

- Assist members in overcoming barriers to participating in community and fundraising events
- Keep members informed about upcoming activities and encourage attendance
- Represent The Brightwell at local community events and groups to expand our reach and help more people access our services.
- Increase member participation in the organisation and planning of events and encourage volunteering
- Create member-specific afternoon/evening events and clubs based on member feedback
- Develop social media posts and campaigns tailored to members
- Innovate publicity and press campaigns to reach new beneficiaries and engage existing members.
- Provide a listening ear when needed and signpost help if required.

Key Responsibilities Community Fundraising

- Help with event set up and take down (some evening and weekend hours required. Time off in Lieu offered)
- Support the team at events, by engaging with the public and working towards agreed fundraising targets

- Help to prepare press releases and advertisements for local publications
- Help with social media posts and updates
- Interact with and support local community, and charity groups
- Offer excellent stewardship to make current supporters, volunteers and donors know how valued they are.
- Secure grants from Town and Parish Councils as appropriate
- Collaborate with Community groups WI, Masonic Lodges, Lions, Rotary etc to raise awareness, build community and raise funds.
- Organise and run smaller events such as Bingo and Quiz nights
- Collaborate with small business and supermarket Community Champions for donations, raffle prizes, and sponsorship
- Give talks and presentations
- Administer and grow collecting tins in the community
- Administer and expand supermarket and bucket collections
- Increase volunteer numbers and assist in volunteer management and training.
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Person Specification

- Confident, empathetic and personable communicator
- Strong drive towards community
- Good level of literacy and numeracy
- Social media savvy
- Computer literate
- Cash handling experience or willingness to learn
- Volunteer management
- Experience in working towards targets
- Positive and go-getting personality
- Event planning, or hospitality experience a plus

What we offer:

- Competitive salary and benefits package
- Flexible working hours
- Opportunities for growth and advancement within the organisation
- A supportive and collaborative team environment
- A community of incredible Service Users, volunteers and locals
- A chance to genuinely make a difference

How to Apply

If you are excited about the prospect of making a positive difference and possess the qualities and skills we are looking for, we encourage you to contact us. If you have questions, require details in an accessible format or would like to discuss any element please feel free to call: 01454 201686 and ask for Victoria. Please fill out the application form available on our website, along with a covering letter detailing your relevant skills, experience and motivation to apply to. Victoria.hocquard@thebrightwell.org.uk. We will be reviewing applications on a rolling basis. The Brightwell is an equal opportunity employer. We welcome and encourage applications from candidates of all backgrounds and experiences.