



Job Title: Fundraising Officer
Reports to: Fundraising Manager
Location: Woking, Surrey (Hybrid, at least 1 day in office)
Hours of work: Part time (18 hours per week)

Salary: £12,636 per annum (FTE £26,325)

About Us:

At York Road Project, we are dedicated to transforming the lives of individuals experiencing homelessness in Woking. We believe in harnessing the unique strengths and potential of each individual to create a pathway towards stability and independence. We are seeking a Fundraising Officer to join our team who can support our Fundraising Manager to secure charitable income essential to the delivery of our services.

The Role:

Are you a passionate fundraiser looking to make a real impact? Join York Road Project and take on an exciting opportunity to drive meaningful change in our community.

As our Fundraising Officer, you will work closely with the Fundraising Manager to deliver our fundraising strategy. You will help deliver annual fundraising events; bid to corporate supporters, trusts and foundations; and build strong relationships with community organisations and individual donors. You will be part of a fantastic team, dedicated to making a real difference in defeating homelessness.

Empowerment • Inclusion • Belief



We are looking for a passionate and adaptable individual, who can support the Fundraising Manager across all voluntary income streams, from formal bids to fun community events.

This role is especially crucial as our charity's need for fundraised income has risen significantly in the last three years - a result of the increased cost of living, and reduced support from the local authority. Despite these challenges, York Road Project's work remains immensely valuable to the local community. If you have excellent communication skills and a passion for charity work, we would love to hear from you.

Key Responsibilities:

- Secure voluntary income for York Road Project by supporting the Fundraising Manager to deliver our Fundraising Strategy.
- Support the delivery of Fundraising Campaigns (ie at Christmas or for capital appeals) that engage individual donors from across the community.
- Write clear, effective funding bids to mid- to low-value charitable trusts, foundations and corporate partners.
- Support the delivery of York Road Project fundraising events, including taking responsibility for administrative tasks, such as mailing list preparation, guest lists, and communicating with suppliers.
- Promote Challenge Events (such as the Surrey Half Marathon) to engage new supporters, and steward participants to maximise sponsorship.
- Support the Fundraising Manager with the design of marketing materials, including flyers for events and graphics for our website.
- Participate in the creation of content for social media, maintaining consistency with brand guidelines.

Empowerment • Inclusion • Belief



- Occasional networking with local businesses and community groups, representing York Road Project and soliciting support from Corporate and Community partners.
- Support the Fundraising Manager to record and manage donor data, keeping records up-to-date and GDPR compliant.

Key Skills and Qualifications:

- Results-driven individual.
- Ability to build and maintain relationships with a wide and diverse set of stakeholders.
- Exceptional interpersonal skills and supporter care.
- A motivated individual whose values align with our mission to defeat homelessness.
- Strong organisational abilities, with the skills to work on multiple projects simultaneously.
- Creative thinker and problem-solver.
- Effective communication skills with the ability to write compelling fundraising material.
- Proactive, flexible, and a collaborative team player.
- Strong learning mindset that reflects on challenges for continuous improvement.
- Local area and community network knowledge is highly desirable.
- Fundraising experience is highly desirable.

Empowerment • Inclusion • Belief



Benefits

- 12 days annual leave, plus bank holidays and 1 day for your birthday, rising after one year.
- Pension Scheme.
- Mediacash Healthcare scheme.
- Professional development opportunities (accredited training).

Closing Date: Midday (12pm), Wednesday 3rd June

Please send your CV and a cover letter to fundraising@yorkroadproject.org.uk. If you have any questions or would like an informal conversation about the role, please contact Robert at the same address.

Empowerment • Inclusion • Belief

York Road Project is a registered charity, Reg. No. 1162835
1 York Road, Woking, Surrey, GU22 7XH