



FUNDRAISING & COMMUNICATIONS LEAD

LOCATION: Based at BSK, hybrid working will be considered
HOURS: Full Time 35 (Some flexibility or job share offered to exceptional candidates)
CONTRACT: Permanent
REPORTS TO: CEO

At BSK, we provide life-changing opportunities through structured education, training, and employment for people with learning disabilities and/or autistic people. This is an exciting opportunity for a passionate person to help us expand our mission, secure sustainable income, and continue our impact. You'll play a key role in engaging donors, partners, and the public, helping us grow our programmes and supporting our crew in reaching their potential.

Vision & Purpose

Our Vision – An inclusive workforce where people with learning disabilities and/or autistic people can thrive

Our Purpose – To educate, train and employ people with learning disabilities and/or autistic people, and promote an inclusive workforce and community

Key Responsibilities:

- **Fundraising Lead:** Help develop and implement fundraising activities and targeted campaigns, including individual giving, corporate partnerships, and grants, to secure sustainable income.
- **Donor Relations:** Build and nurture relationships with existing and potential donors, ensuring regular updates and engagement to foster long-term support.
- **Communications Management:** Oversee BSK's external communications, including social media, website updates, newsletters, and donor communications, to raise awareness of the charity's mission and impact.
- **Branding & Messaging:** Ensure consistent and compelling messaging across all platforms to enhance BSK's visibility and engagement.

If you're committed to social impact, innovation, and helping others thrive, BSK is the perfect place to build a career with purpose!



1. JOB PURPOSE

The Fundraising and Communications Lead will play a key role in securing sustainable income for BSK while raising the organisation's profile. This role will involve developing and implementing fundraising strategies, cultivating donor relationships, and managing communications to enhance public awareness and engagement. You will coordinate events and campaigns and manage social media, website content, and donor communications, ensuring that BSK's mission to provide education, training and employment opportunities for individuals with learning disabilities and/or autistic people is effectively communicated and supported.

2. PRINCIPAL ACCOUNTABILITIES

FUNDRAISING

- Work closely with the CEO to execute the charity's fundraising strategy, ensuring it aligns with BSK's objectives.
- Support daily management of fundraising operations, focusing on creating sustainable income streams.
- Collaborate with the finance team to allocate and report funds promptly and accurately.
- Assist in setting fundraising budgets and forecasting to meet strategic goals.
- Maintain and update the fundraising database, ensuring donor data is managed securely and complies with data protection regulations.
- Develop and manage relationships with donors, ensuring a cohesive and positive supporter experience by promptly thanking donors and following up on all commitments.
- Coordinate a range of fundraising events, community activities, and campaigns to engage supporters and raise funds.
- Manage volunteer recruitment, training, and event participation, fostering an environment where volunteers feel valued and motivated.

COMMUNICATIONS

- Collaborate with the Programmes Manager to ensure clear, consistent messaging across all communications, ensuring alignment with BSK's ethos.
- Oversee social media, website content, and marketing campaigns, ensuring high-quality content that reflects BSK's mission and commercial activities.
- Support the creation of visual and written content (press releases, articles, videos) for fundraising and communications, working with media partners to raise awareness of BSK's work.

OTHER

- Work collaboratively with colleagues across the charity to ensure fundraising and communications efforts are integrated and aligned with broader organisational goals.
- Attend and actively participate in internal team meetings to provide updates, share insights, and contribute to organisational planning.



- Ensure all marketing, fundraising, and communications activities comply with relevant legislation, including data protection, media laws, and health and safety regulations.
- Assess existing policies, systems and processes, identifying opportunities for enhancement and efficiency.

This is not an exhaustive list of accountabilities, and the post holder will be expected to remain flexible and adaptive to meet BSK's evolving needs.

3. KNOWLEDGE AND SKILLS

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Demonstrable experience in fundraising, communications or marketing ● Experience in managing projects, including the ability to prioritise tasks, manage multiple deadlines, and work effectively under pressure. ● Experience developing content for various platforms (website, social media, newsletters). ● Experience of / passion for the mission with a commitment to learning about leaning disabilities, autism and inclusion. 	<ul style="list-style-type: none"> ● Proven track record of delivering fundraising and communications or relationship management ● Proven track record of meeting targets and building relationships with supporters at all levels. ● Knowledge of the regulatory environment within the Fundraising Code of Practice, GDPR, and Jersey Gift Support scheme. ● 3+ years of managing, motivating and supervising staff - adapting support for individual staff needs to maximise strengths
Qualifications	<ul style="list-style-type: none"> ● Appropriate Safeguarding, First Aid and Fire training (or be willing to work towards achieving this in the first 12 months). 	<ul style="list-style-type: none"> ● Professional qualification in fundraising, communications, and Charity management.
Skills & Knowledge	<ul style="list-style-type: none"> ● Excellent project management, organisational skills, creative eye & attention to detail. ● Ability to build and maintain strong relationships with donors, funders, and other stakeholders. ● Ability to work independently and as part of a team with a proactive and self-motivated approach. Good time management and organisational skills with attention to detail and accuracy. 	<ul style="list-style-type: none"> ● The ability to craft compelling and persuasive proposals and reports. Ability to produce high-quality written materials tailored to different audiences. ● Excellent ability to motivate, enable and empower individuals and to develop a strong team ethic; ● Proficient use of CRM systems for donor management and reporting ● Design and content creation software (e.g., Mailchimp, Canva)



EST. 2016

BERESFORD

STREET KITCHEN

	<ul style="list-style-type: none">• A strong team player who can relate effectively to colleagues and individuals across the organisation.• Proficient ICT skills, Office 365 applications including SharePoint and PowerPoint.	for communication purposes.
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