

**Job Description**

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| Job Title: | Community and Events Fundraiser |
| Grade: | £29,269 - £30,296 (pro rata) per annum, equivalent to £16.08-£16.65 per hour.  Please note that salary scales at Amaze are currently under review and this scale may change. |
| Responsible to: | Head of Fundraising & Marketing |
| Hours of work: | 24-28 hours per week, including some weekend work in autumn 2026 (this represents a 4 day week with our full time hours 35 hours per week) |
| Annual Leave: | 25 days pro rata, plus bank holidays |
| Location: | Hybrid in Brighton & Hove, with two days in our Brighton office preferred |
| Contract | Fixed term until December 2026 |

**Background**

Amaze is a Sussex-based charity that supports families with children and young people with special educational needs and disabilities (SEND).

Amaze’s fundraising is growing. We used to fundraise mainly through trusts and foundations. We still receive a large portion of our income from statutory funders (such as councils and the NHS). In the last 18 months we have begun work to increase our income from other sources.

We are launching a big and exciting art-based fundraising project that will take place in autumn 2026. In this project we will work closely with artists, businesses, schools and members of the public. We are looking for a fundraiser to help us deliver the project, working within and alongside our fundraising and marketing team.

**Job Summary**

In this role, you will be responsible for organising events, liaising with schools, youth groups and artists, supporting volunteers and supporting community fundraisers. You will be within the Fundraising and Marketing team at Amaze, which currently has 4 members of staff, led by the Head of Fundraising and Marketing. You will be a mix of office and home-based, with some days at events and activities within Brighton & Hove.

The ideal candidate for this job will have worked in a fundraising role or have transferable skills from a similar career. They will be a clear and persuasive communicator and can demonstrate success at engaging people to a cause and encouraging them to support a charity.

**Key responsibilities**

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|  | **Community Fundraising** |
| 1 | Recruit and support schools and youth groups to take part in the project |
| 2 | Support community fundraisers to understand how to plan their activities |
| 3 | Develop community fundraising resources and activities for fundraisers to take part in |
| 4 | Develop strong relationships with fundraisers and support their journey to increase income raised |
|  | **Events** |
| 5 | Support the Head of Marketing and Fundraising with planning fundraising events and activities including multi-day ticketed events and fundraising challenges |
| 6 | Organise Amaze’s presence at external events |
| 7 | Represent Amaze and the project at external events |
| 8 | Support with general administration and fundraising activity related to our project |
|  | **Volunteer management** |
| 9 | Recruit fundraising and retail volunteers |
| 10 | Support volunteers and organise their presence at different activities |
| 11 | Ensure that volunteers are trained and performing their role in line with Amaze policies and procedures |
|  | **Project support** |
| 12 | Work with other members of the fundraising and marketing team, and freelancers, to deliver the project in the lead up to Autumn 2026 |
| 13 | Support the freelance artists coordinator with administration elements of the artists' programme |
| 14 | Support with administration and logistics for the event as a whole |
| 15 | Support with marketing work for the project |
|  | **Data & Performance Management Responsibilities** |
| 16 | Accurately record correspondence with donors and gifts and that all consent permissions are recorded. |
| 17 | Analyse the performance of fundraising activities to identify areas to improve income generation. |
| 18 | Work with the other members of the team, contributing to the implementation of the wider Fundraising and Marketing strategies. |
| 19 | Work with the Finance Team to ensure Gift Aid is claimed and payments are accurately recorded |
| 20 | Ensure that all fundraising activities are carried out in a manner which meets the Code of Fundraising Practice, the Charity Commission, and other best practice to policy and values of Amaze. |

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|  | **General Responsibilities** |
| 1 | Work in line with Amaze’s Mission, Vision, and Values at all times, promoting a supportive, responsive and inclusive environment. |
| 2 | To attend team meetings, supervision and training as agreed with your manager |
| 3 | The role requires a willingness to sometimes work variable hours to cover events which will sometimes be on weekends or evenings. |
| 4 | To be self-servicing with use of appropriate IT |
| 5 | To carry out other duties appropriate to the role |

Person Specification

Your cover letter should address how you meet the following points:

**Knowledge and experience:**

* Experience in a fundraising or events role
* Experience with supporting customers, supporters or fundraisers through email, in-person and phone communication
* Experience of using a database, such as Beacon CRM
* Experience of organising events
* Enthusiasm for Amaze’s mission, vision and values and good understanding of the needs of children and young people with special educational needs and disabilities and their families

**Skills and competencies:**

* Able to write clearly and concisely and present ideas verbally
* Able to use Microsoft Office software including Word, Excel, Teams and Outlook
* Able to plan and manage own time and workload and work to goals and targets
* Able to work with a wide range of people including volunteers