



Creative Support Ltd, Head Office

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Development and Fundraising Officer
Space Centre, Preston

Reference: 82752

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 25 July 2025

Once you have submitted your application form allow *7 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

Recruitment Department



JOB DESCRIPTION – COMMUNITY ENGAGEMENT AND FUNDRAISING OFFICER

Space Centre, Preston

Hours: Full time role 37.5 hours per week (part time available, no less than 25 hours per week) to be worked flexibly according to the needs of the service, including some evenings and weekends. The full-time role may carry some responsibilities to support our coproduction service in Manchester. This does not apply to the part time role.

Responsible to: Space Centre Manager/Service Director

Team: Based in Space Centre staff team, working flexibly and remotely when needed.

Responsible for: Supporting the Space centre management team to develop the profile and awareness of the centre through overseeing a marketing strategy and coordinating events and fundraising activities. To work alongside the Friends of Space charity to deliver on Space centre's fundraising strategy. Focusing on developing unrestricted donations across multiple revenue streams including community, legacy, digital and corporate fundraising.

The Role:

This is an extremely satisfying and diverse role for a very established national recognised organisation. The Space centre which is part of Creative Support has been offering a national top of their class sensory facilities for over 30 years. They are a large community partner in Preston and are looking to develop their profile, service offer, community links and fundraising support through this exciting new role.

We are looking for a highly motivated, confident individual with great organisational skills who can sell the potential of the centre through a range of marketing mediums and encourage support for the unique sensory services for vulnerable people who use the Space centre each year. An ideal candidate will possess the ability to inspire and persuade through communications, whether it be engaging with stakeholders, rallying support, or advocating for the needs of our centre and service users.

This is an exciting and rewarding role for someone who is looking to work across multiple engagement and fundraising disciplines and establish themselves in our small but experienced team. There is significant experience of events and partnership working in the team and this role will be well supported but the manager and the Friends of Space.

We are also interested through the role to promote further community engagement and further develop the excellent role Space centre plays in the community of and around Preston.

They will work alongside the Creative support senior oversight team, Marketing team and Friends of Space to help deliver our fundraising strategy with a focus on building unrestricted income levels for SPACE and increase our profile.. The ideal candidate is an ambitious self-starter with at least one year's experience in a marketing and or fundraising role. The successful applicant will be expected to have a broad understanding of a range of income generation methods including community, legacy, digital and corporate fundraising.

The ability to drive and have access to a car would be beneficial in this role to facilitate the outreach within our service areas.

Friends of Space is an established charitable group which independently supports the future of Space centre and helps income generate fund for the upkeep and development of top of the range sensory equipment and resources. It also oversee heritage projects for the Building and listened garden.



[Creative Space Centre](http://www.creativespacecentre.org) www.creativespacecentre.org

The Creative Space Centre is the largest multi-sensory and Wellbeing Centre in the UK, providing sensory support to those with additional needs for 30 years. The Centre is the only one of its kind, using state of the art lighting, visuals and sound equipment to create a fully tailored sensory experience for our service users.

We have over 500 visitors a week from a variety of backgrounds, including special schools, day Centre's, nursing homes, support groups and much more. The rooms can be tailored to suit the needs of the clients, helping them to achieve their goals during their session, this can be relaxation, exploration, learning or fun.

Main Responsibilities/Duties:

1. Work alongside the Director, Centre Manager and Friends of Space to implement the fundraising strategy with a focus on building unrestricted income levels for The Space Centre
2. To develop the centre offer through events, campaigns and communications. To engagement our stakeholders and take part in a 3 year development plan.
3. To take a lead on our day to day marketing in close liaison with the national marketing team and in conjunction with the local Space centre team.
4. With the management team develop a 3 year fundraising strategy for the centre.

Development Duties

1. Plan and organise events and supporters activities which contribute to Space annual Calendar. To work collaborate with Space centre team and Friend of space on these events
2. To work in a way that enables Coproduction and co-creation and activity consult service users and their stakeholder about the fundraising approach and strategy.
3. To support and promote the use of volunteers inconjunction with our National volunteer manager. Where relevant to the role to train and manage volunteers

Marketing Duties

1. Play a supporting role in promoting positive profile working alongside Creative Support Marketing and the Business Development team.
2. Oversee and maintain accurate supporter records and manage a communication strategy to sustain a supporter group. To do this within GDPR guidelines.
3. Be creative and utilise a range of medias, platforms and forums to promote the fundraising and events. Ensure there is strong publicity around the centre. (Marketing team can assist with this)
4. Work closely with the Marketing and communications team on digital fundraising and events.
5. To ensure our website is updated – in partnership with marketing team

Fundraising Duties

1. Opportunity to grow and develop a range of fundraising disciplines including community, individual giving, digital, legacy and corporate.
2. Represent Space centre and raise the profile of the organisation externally by giving presentations and pitching to prospective supporters and funders. Where relevant collaborate with local community group and join planning meetings locally where helpful to the Space centre.
3. Assist the oversight team in managing existing key fundraising strategies and relationships and take the lead on developing new relationships and income streams.
4. Support heritage funding and projects relating the house and garden.
5. In conjunction with the Centre manager, maintain and oversee basic fundraising budgets and forecasts and when relevant produce basic business plans and proposal to the management and senior team. Ensure public money is managed well and finance records are kept
6. Helping to develop other methods of income generation and keeping on top of current trends and best practice in fundraising
7. Carry out duties with full regard to inclusivity, equal opportunities and health and safety policies.
8. Undertake any other duties which may reasonably be requested and to work in a flexible manner.

Other Duties:

1. To provide regular verbal and written feedback to the line manager
2. To accept regular support and supervision from the line manager.
3. To carry out all work in a manner consistent with the aims of the project and the service principles adopted by Creative Support.
4. To comply with and to implement the current Equal Opportunities Policy agreed by Creative Support
5. To maintain confidentiality at all times, in accordance with the agreed policy.
6. To identify training needs in discussion with the line manager and to attend all mandatory training courses and training events/courses as required.
7. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
8. Any other duties required in relation to the role.

PERSON SPECIFICATION – COMMUNITY ENGAGEMENT AND FUNDRAISING OFFICER

Space Centre, Preston

	QUALITIES REQUIRED	How Assessed	Essential /Desirable
1	Broad experience across multiple fundraising disciplines i.e. legacy, individual giving, community and corporate fundraising.	Application & Interview	Essential
2	Experience of marketing and social media strategies, preferably in the charity sector.	Application & Interview	Essential
3.	Experience of stewarding key client and/or funder relationships.	Application & Interview	Essential
4.	Experience in planning, organising and delivering fundraising campaigns and activities, including digital fundraising.	Application & Interview	Essential
5.	Experience of using a CRM system such as donorfy, salesforce, Raisers Edge or ThankQ.	Application & Interview	Desirable
6.	Excellent research skills with experience of identifying quality new fundraising leads.	Application & Interview	Essential
7.	Experience of applying for grant and trust applications	Application & Interview	Desirable
8.	Understanding of the charity/ not for profit sector – both the challenges and opportunities	Application Form	Essential
9.	Strong skills in information technology including word, excel, cloud-based systems and key social media platforms.	Application & Interview	Essential
10.	Business and financial acumen.	Application & Interview	Desirable
11.	A solid understanding of regulations that affect fundraising activity including the Code of Fundraising Practice and GDPR.	Application & Interview	Desirable
12.	Strong prioritisation of skills and ability to work independently.	Application & Interview	Essential
13.	Excellent understanding of social media and it's potential for fundraising.	Interview	Essential
14.	Ability to manage a diverse and busy workload and prioritise the areas with the most ROI.	Application & Interview	Essential
15.	Good communication skills and a creative, collaborative approach to fundraising	Application Form	Essential
16.	Understanding of community centres and public use spaces.	Application & Interview	Desirable
17.	Organisation skills and event planning	Interview	Essential
18.	Degree or equivalent in a relevant sector	Application & Interview	Desirable
19.	Confident, professional and approachable	Interview	Essential
20.	Good influencing and negotiation skills	Application & Interview	Essential
21.	An interest and an active commitment towards the needs of children and people with additional needs	Application & Interview	Essential

TERMS AND CONDITIONS – COMMUNITY ENGAGEMENT AND FUNDRAISING OFFICER

Space Centre, Preston

Salary:	Up to £25,500 per annum	
	Point One:	£23,500 per annum
	Point Two:	£24,000 per annum
	Point Three:	£24,500 per annum
	Point Four:	£25,000 per annum
	Point Five:	£25,500 per annum
	Point Six:	£26,000 per annum
Please Note: <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications</i>		

Hours of Work:

Part time hours are based on 22.5 hours for the Space centre Preston role but could be made up to Full time 37.5 hours per week if a Manchester Coproduction centre fundraising was also included. To be worked flexibly according to operational business needs. The post holder will be expected to have a flexible approach to working hours in order to meet the needs of the fundraising role (Potential and current supporters) and consider the needs of our stakeholder and those supporting our service users.

Bank Holidays:

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

Holidays:

20 days plus 8 statutory days pro rata.

Part Time Work:

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working fewer than 37.5 hours per week. We take a positive view of part-time work and will consider reasonable requests for part time hours for a minimum of 22.5 hours per week.

Birthday Holiday Bonus:

One additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period

The first four months will constitute a probationary period. After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:

Staff become members of a non-contributory group life assurance scheme after 6 months' employment. This scheme provides a death in service benefit of two times annual salary. Participation in this scheme is subject to the terms and conditions which are amended from time to time. We reserve the right to discontinue, vary or amend the life assurance scheme at any time, with reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Employee Assistance Service:

This is currently administered by Health Assured. It is a free service, offering valuable advice on benefits, financial matters, consumer issues, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental and optical care, as well as physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans are available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust, this is a tax efficient way of donating regularly to any registered charity.

We Care Staff Awards:

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

You will receive a £100 bonus, should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

Welcome Back Grant:

We offer £200 worth of vouchers for employees who return to the organisation if there have been at least 6 months between resigning from their original post and taking up their new role.

Company mobile phone and laptop:

If applicable to your job role, a mobile smart phone, laptop and a 4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation's Travel Expenses policy. Please contact the HR Department for a copy of this.