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Development and Fundraising Officer
Space Centre, Preston

Reference: 82994

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: 3 September 2025

Once you have submitted your application form allow *10 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

Please note that all employees are required to complete an enhanced DBS check.

INVESTORS IN PEOPLE®
We invest in people Gold



Stonewall DIVERSITY CHAMPION



JOB DESCRIPTION – DEVELOPMENT AND FUNDRAISING OFFICER
Space Centre, Preston



Responsible to: Space Centre Manager/Service Director

Hours: **Full time hours are 37.5 per week** (part time hours are available, no less than 25 hours per week), to be worked flexibly according to the needs of the role and to include some planned evenings, weekends according to the needs of the events and fundraising. The full-time role may carry some responsibilities to support our coproduction service in Manchester. Part time will not.

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 by the manager and the Friends of Space.

Through this role, we are also looking to promote more community engagement and further develop the excellent role the 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 increasing 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.

JOB DESCRIPTION – DEVELOPMENT AND FUNDRAISING OFFICER

Space Centre, Preston



Main Responsibilities/Duties

1. To 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 through events, campaigns and communications. To engage with our stakeholders and take part in a 3 year development plan.
3. To take a lead in our day to day marketing by liaising closely with the national marketing team and in conjunction with the local Space centre team.
4. To work with the management team to develop a 3 year fundraising strategy for the Centre.

Development

1. To plan and organise events and supporters' activities which contribute to Space's annual Calendar. To work collaboratively with the Space Centre team and Friends of Space on these events
2. To work in a way that enables coproduction and co-creation, and to consult service users and the stakeholders about the fundraising approach and strategy.
3. To support and promote the use of volunteers in conjunction with our national volunteer manager. Where relevant to the role, to train and manage volunteers

Marketing

1. To play a supporting role in promoting a positive profile, working alongside Creative Support Marketing and the Business Development team.
2. To oversee and maintain accurate supporter records, and manage a communication strategy to sustain a supporter group. To do this within GDPR guidelines.
3. To be creative and utilise a range of medias, platforms and forums to promote fundraising and events. To ensure there is strong publicity around the centre, working closely with the Marketing Team to cultivate this.
4. To 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

1. To find opportunities to grow and develop a range of fundraising disciplines including community, individual giving, digital, legacy and corporate.
2. To represent the Space Centre and raise the profile of the organisation externally by giving presentations and pitching to prospective supporters and funders. Where relevant, to collaborate with local community groups and join planning meetings locally where helpful to the Space Centre.
3. To assist the oversight team in managing existing key fundraising strategies and relationships and to take the lead on developing new relationships and income streams.
4. To support heritage funding and projects relating the house and garden.
5. To maintain and oversee basic fundraising budgets and forecasts and when relevant produce basic business plans and proposal to the management and senior team, in conjunction with the Centre Manager. Ensure public money and finance is managed well and excellent records are kept.
6. To help develop other methods of income generation and keeping on top of current trends and best practice in fundraising
7. To carry out duties with full regard to inclusivity, equal opportunities and health and safety policies.
8. To 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 – DEVELOPMENT 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 not for profit 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.	Interview	Essential
5.	Experience of using a CRM system such as donorfy, salesforce, Raisers Edge or ThankQ	Interview	Desirable
6.	Excellent research skills with experience of identifying quality new fundraising leads	Interview	Essential
7.	Experience of applying for grant and trust applications	Interview	Desirable
8.	Understanding of the charity/ not for profit sector – both the challenges and opportunities	Interview	Essential
9.	Strong skills in information technology including word, excel, cloud based systems and key social media platforms.	Interview	Essential
10.	Business and financial acumen	Interview	Desirable
11.	A solid understanding of regulations that affect fundraising activity including the Code of Fundraising Practice and GDPR	Interview	Desirable
12.	Strong prioritisation of skills and ability to work independently	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	Interview	Essential
15.	Understanding of the environment sector and landscape	Interview	Desirable
16.	Understanding of community centres and public use spaces.	Application, Pre-Emps & Interview	Essential
17.	Good communication skills and a creative, collaborative approach to fundraising	Application & Interview	Essential
18.	Organisation skills and event planning	Application & Interview	Essential
19.	Degree or equivalent in a relevant sector	Application & Interview	Desirable
20.	Confident, professional and approachable	Interview	Essential

21.	Good influencing and negotiation skills	Interview	Essential
22.	An interest and an active commitment towards the needs of children and people with additional needs	Interview	Essential

Salary:	Up to £26,500 per annum dependent on experience and qualifications	
	Point One:	£24,500 per annum
	Point Two:	£25,000 per annum
	Point Three:	£25,500 per annum
	<i>Significant experience required for upper points</i>	
	Point Four:	£26,000 per annum
	Point Five:	£26,500 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.</i>		

Hours of Work:

Part time hours are 25 hours for the Space Centre role, but could be made up to Full Time (37.5 hours per week) if Manchester Coproduction Centre fundraising is 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:

All employees are entitled to 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:

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The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Probationary Bonus:

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:

Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6 months of employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on 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. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, 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 completely 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, optical & physiotherapy.

Annual Rail Ticket:

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

Payroll Giving:

Administered by Charities Trust, a tax efficient way of donating a regular basis to any of the registered charities either large or small.

WeCare 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:

£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:

£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

Uniform:

If applicable for your service you will be provided with a uniform. The amount of uniforms that provided will be depended on your hours worked.

Company mobile phone and laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/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 Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:

A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly basis upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.

Networks:

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.