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Development & Fundraising Officer

Reference: 71975

Preston Space Centre, Lancashire

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: 26 November 2026

Once you have submitted your application form, please 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

All employees are subject to enhanced DBS checks.

JOB DESCRIPTION – DEVELOPMENT & FUNDRAISING OFFICER

Preston Space Centre, Lancashire

Hours: Full time, 37.5 hours, including some support to the Manchester Co-Production Centre fundraising. Part time, minimum of 22.5 hours per week, solely worked at the Space Centre. To be worked flexibly according to the needs of the service and our stakeholders.

Responsible To: Space Centre Manager, Service Director, and other senior colleagues

The Role:

To support the Space Centre management team in developing the profile and awareness of the centre by overseeing marketing strategies 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.

Main 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 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:

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 in conjunction with our National Volunteer Manager. Where relevant to the role to train and manage volunteers

Marketing:

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:

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 manager well and finance are manager well and excellent records are kept.

6. Helping to develop other methods of income generation and keeping on top of current trends and best practice in fundraising.

General 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 and health & safety policies 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. Undertake any other duties which may reasonably be requested and to work in a flexible manner.

PERSON SPECIFICATION – DEVELOPMENT & FUNDRAISING OFFICER

Preston Space Centre, Lancashire

	QUALITIES REQUIRED	How Assessed	Essential/ Desirable
1	Broad experience across multiple fundraising disciplines e.g. legacy, individual giving, community and corporate fundraising.	Application & Interview	Essential
2	Experience of marketing and social media strategies, preferably in the nonprofit sector.	Application & Interview	Essential
3	Experience of stewarding key client and/or funding 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 challenges & opportunities within charity/nonprofit sector.	Application & Interview	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	Understanding of regulations which 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 its potential for fundraising.	Application & Interview	Essential
14	Ability to manage a diverse and busy workload and prioritise the areas with the most ROI.	Application & Interview	Essential
15	Understanding of the environment sector and landscape.	Application & Interview	Desirable
16	Good communication skills and a creative, collaborative approach to fundraising.	Application & Interview	Essential
17	Understanding of community centres and public use spaces.	Application & Interview	Desirable
18	Organisational and event planning skills.	Application & Interview	Essential
19	Relevant degree or equivalent qualification.	Application	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 adults with additional needs.	Application & Interview	Essential

TERMS AND CONDITIONS – DEVELOPMENT & FUNDRAISING OFFICER

Preston Space Centre, Lancashire

Salary:	**Up to £26,500 per annum – dependent on experience & qualifications**	
	Point 1:	£25,000 per annum
	Point 2:	£26,000 per annum
	Point 3:	£26,500 per annum
Please Note: *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.*		

Hours:

Full time, 37.5 hours, including some support to the Manchester Co-Production Centre fundraising. Part time, minimum of 22.5 hours per week, solely worked at the Space Centre. To be worked flexibly according to the needs of the service and our stakeholders.

Holidays:

20 days plus 8 statutory days pro rata.

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.

Birthday Holiday Bonus:

After two years of continuous service, you will be permanently 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. This bonus will only come into effect in the leave year after two full years' service. 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. 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 pay SSP for the first three working 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 times 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 times 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 the 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 from your pay on a regular basis to any registered charities.

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 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 number of uniforms that are provided will be dependent 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 business 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.

Development Pathway
At Creative Support, we are committed to ensuring that all new staff feel welcomed, prepared and empowered as they begin their journey with us. We have a Development Pathway which has been designed to provide you with a structured and supportive induction programme. This combines practical orientation, core induction training, and a pathway towards future professional development opportunities.

Our development pathway will enable you to progress from entry-level roles to positions of senior leadership through tailored, structured, and values-led learning opportunities. By aligning with

national strategies and our WE CARE framework, and embedding the principles of co-production, empowerment, and compassionate leadership, we aim to foster a workforce that is not only highly skilled, but motivated to make a meaningful difference to the lives of the people we support. Together, we are building a future where both staff and the people we support are enabled to live their best lives.

The pathway will empower you to develop yourself and your career by setting out how you can gain skills, access learning and development opportunities and progress in your career in a way that meets Creative Supports' strategic plan.