



Fundraising and Operations Manager

Up to 20 Hours a week – £20.80 per hour – Home Based

The overall aim of this role is to run PRDA's operations efficiently, effectively and securely in order to meet PRDA's strategic objectives and annual business plan, including delivering year on year increases in income.

We are looking for an experienced fundraiser who is a self-starter and thrives on a varied workload. You will work closely with the Trustees and share their passion for the charities work and enthusiasm to increase impact. You will have a proven track record of achieving targets and be good at creating new income streams, as well as pursuing corporate fundraising opportunities. As we are a small charity this is a very hands-on role with involvement in day-to-day operations as well as fundraising. Previous experience of working alongside a Board of Trustees would be beneficial.

You can find out more about us, via our website <https://www.prda.org.uk/>

Key responsibilities:

- 1. To coordinate the operations of the charity and provide line management to the team**
- 2. To lead on fundraising for the charity to ensure a sustainable income**
- 3. To oversee the charities marketing and communications activities**
- 4. To coordinate PRDA events as a way of raising profile**
- 5. To provide support to the Trustees**

Key Tasks:

- 1. To coordinate the operations of the charity and provide line management to the team**
 - a. Act as Line Manager for employed staff, providing regular supervision and performance reviews.
 - b. Ensure all operational resources work together efficiently with mutual communication and support.
 - c. Ensure efficient and effective delivery of patient-facing services such as Let's Talk, Chat Together, Online Community, Out and About Toolkits and email enquiry service.
 - d. Ensure services are reviewed and improved as appropriate, and any new service proposals or resources are co-produced with the Patient Advisory Group.
 - e. Ensure the PRDA volunteering function operates efficiently, effectively and safely.
 - f. Act as channel between staff team, volunteers and Trustees.



2. To lead on fundraising for the charity to ensure a sustainable income

- a. Work alongside the Board of Trustees to develop the Fundraising strategy and annual Fundraising business plan.
- b. Take responsibility for organisational income targets and report progress regularly to the Board in co-operation with the Treasurer.
- c. Proactively maintain excellent knowledge of digital and non-digital fundraising practices and campaigns in the sector, including competitor analysis.
- d. Manage the fundraising sub-team which includes a part-time Trust and Grant Co-ordinator.
- e. Lead on all other income generation streams (e.g. donors, corporate, events, campaigns etc.) and research new prospects.
- f. Keep the Case for Support used for Trust and Grant applications and other income streams relevant and current.
- g. Manage fundraising activities and donors using Beacon CRM.
- h. Ongoing maintenance and evolution of donor stewardship including repeat applications to funding bodies.
- i. Conduct annual regular giving process.
- j. Keep track of requirements of funding bodies that have given money, and ensure our compliance, e.g. use of their logos, reports on use of funds and relevant codes of conduct especially in relation to pharmaceutical firms.
- k. Support individual fundraising, for example with access to challenge events etc.

3. To oversee the charities marketing and communications activities

- a. Work alongside the Board of Trustees to develop the Marketing and Communications strategy and annual business plan.
- b. Manage the organisation's marketing and communications output, including patient stories, patient leaflets, social media, newsletters, website content and materials aimed at health professionals.
- c. Lead the compilation and promotion of the Annual Report.

4. To coordinate PRDA events as a way of raising profile

- a. Manage the annual virtual conference (including managing delivery partners and sponsors, registration, communications and logistical delivery) and any other PRDA events.
- b. Chair regular working group meetings for events and report progress to the Board of Trustees.
- c. Attend key conferences and events when possible and organise PRDA exhibitions presence e.g. British Society of Gastroenterology annual conference & exhibition.



5. To provide support to the Trustees

- a. Support the Chair of Trustees with Board meetings, including agenda, minute taking, paper circulation and scheduling.
- b. Contribute to and advise on organisational strategy and business planning.
- c. Arrange and attend the annual Trustees' strategy day.

General:

- Ensure compliance with the Code of Fundraising Practice.
- Maintain and update the CRM database and mailing lists.
- Ensure documents and records are available on SharePoint for current and future reference.
- To maintain up to date knowledge of legislation and regulations in relation to fundraising and other key charitable areas
- To act in accordance with PRDA policies and procedures
- To act in the best interests of PRDA at all times
- To carry out any other duties commensurate with the aims and objectives of the post that may be required.

Person Specification

We are looking for the successful candidate to demonstrate the below criteria. Your application should explain how you meet the criteria with examples as evidence.

Experience

- Experience of working in the charity sector in a fundraising capacity
- Experience of delivering successful supporter engagement strategies
- Experience of writing successful fundraising bids and grant applications
- Experience of coordinating operational functions
- Strong knowledge and understanding of the Code of Fundraising Practice which includes data protection and Gift Aid regulations

Skills and Abilities

- Excellent communication skills demonstrated in an ability to communicate effectively to a variety of audiences
- Strong writing skills
- Good financial skills
- Good IT skills, and use of the Microsoft 365 Suite



- Good admin skills
- Excellent organisational skills and able to manage multiple responsibilities
- Excellent attention to detail skills
- Strong interpersonal skills, and able to work with individuals in a non judgemental manner
- Self-motivated and ability to work on own initiative
- Able to work with a flexible approach

Other:

- Willingness to travel for the role as required
- Understand of importance of confidentiality and how to effectively apply it

Terms and Conditions

Salary:	£20.80 per hour (FTE £40,000 per annum approximately)
Hours:	Up to 20 hours a week
Holiday:	28 days paid, including public holidays, pro rata
Pension:	Option to enrol in the Nest workplace scheme with 3% employer's contribution
Location:	Home based, the role will require travel on occasion.
Probation Period:	Six months
Notice Period:	Three months, after completion of probation period

Application Process

If you are interested in the role, please feel free to contact us for an informal conversation.

To apply, please complete a CV and application letter to: faye@prda.org.uk

Closing date: 5pm on Friday 23rd February

Job offers are made subject to satisfactory references and evidence of your eligibility to work in the UK.



PRDA

Organisation chart

