

## North Bristol & South Glos Foodbank

Registered Charity Incorporated Organisation 1195058

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### Communications and Fundraising Coordinator

**Contract:** 1 year fixed term contract, with the possibility of being extended or becoming permanent.

**Job Purpose:** The Communications and Fundraising Coordinator will play a key role in enhancing the visibility and impact of North Bristol & South Gloucestershire Foodbank through effective communication strategies and fundraising initiatives.

**Reports to:** Operations Manager

**Salary:** £25,875 FTE (£10,350 pro rata)

**Hours:** 15 hours a week; normally worked between 9am - 5pm, Monday- Friday (flexibility on the days) with occasional weekend work or evening meetings.

**Start date:** To be confirmed

**Location:** Based at North Bristol and South Glos Foodbank Office, Ebenezer Church- 286 Filton Avenue, Horfield, Bristol, BS7 0BA with potential for some home working.

#### Key Skills and Experience:

- Written communication skills.
- Organisation and project management skills.
- Experience in designing digital and printed materials to a high standard.
- Experience in creating and managing content for various digital platforms including social media, websites and email campaigns.
- Fundraising expertise.
- Grant writing experience preferred.

#### Personal Attributes:

- Self motivated and able to take initiative.
- Flexible.
- Empathy with the client group, volunteers and staff team.
- Passionate about tackling poverty.
- Agree and support the Christian ethos, origin and values of the project.

## **Key Responsibilities:**

### Communications:

- Develop and implement a communications strategy to enhance North Bristol South Glos Foodbank's visibility and impact.
- Create engaging content for various platforms, including social media, newsletters, press releases, and the website.
- Manage and grow our social media presence, fostering community engagement and increasing awareness of our mission.
- Collaborate with team members to gather and share impactful stories from clients, volunteers, and partners.
- Monitor and evaluate the impact of communication.
- Design and create digital and printed resources as required.

### Fundraising:

- Plan and execute fundraising campaigns, events, and initiatives to generate financial support.
- Work with the Food Logistics Manager on initiatives to generate food support.
- Explore and implement creative fundraising strategies to diversify income streams.
- Identify and cultivate relationships with potential donors, sponsors, grant makers, churches and community partners.
- Write grant proposals and applications for funding opportunities.
- Prepare reports on fundraising progress and impact.