

Title: Part-time Fundraising Officer

Location: NAWT Bedfordshire

Salary: £11,284 per annum

Reports to: Centre Manager (working closely with NAWT's central fundraising team)

Hours: 17.5 hours per week, with some weekends, especially when events are being held.

Term: Permanent (3-month probationary period)

About the Role

Are you passionate about animal welfare and community engagement? Are you a natural relationship-builder with a flair for events and fundraising?

We're looking for an enthusiastic and proactive **Fundraising Officer** to focus on **Community and Events** as part of our team at the **National Animal Welfare Trust (NAWT) in Aspley Guise, Bedfordshire**. In this exciting and varied role, you'll take the lead on local fundraising initiatives — helping to generate vital income through community engagement, events, and partnerships.

Working closely with the Centre Manager and our central fundraising team, you'll be the driving force behind developing and delivering an annual events programme. You'll also be a key ambassador for NAWT in the local community, nurturing relationships with existing supporters and inspiring new ones to get involved.

Key Responsibilities

Community Fundraising

- Recruit and inspire new supporters, volunteers, and community groups to fundraise for the centre.
- Build strong, lasting relationships with local individuals, schools, and organisations.
- Ensure excellent stewardship by supporting and thanking fundraisers throughout their journey.
- Develop local community appeals and campaigns to raise awareness and support for our work.

Events Management

- Plan, promote, and deliver a calendar of events (both on-site and in the community) to raise funds and deepen supporter engagement.
- Manage and support participants in third-party events (e.g. marathons, challenges), helping them register and reach their fundraising goals.
- Collaborate with the central marketing team to maximise event visibility across social media, newsletters, and press.
- Keep event listings up to date on the NAWT website and manage fundraising platforms such as JustGiving and Run for Charity.

Corporate Engagement

- Coordinate and host corporate volunteer days, ensuring a positive and memorable experience for participants.
- Follow up with corporate volunteer day teams to strengthen relationships and explore further partnership opportunities.
- Cultivate relationships with local businesses to explore sponsorship, in-kind donations, and long-term partnerships.

Supporter Communications & Admin

- Use Raiser's Edge (CRM database) to accurately maintain supporter records and interactions.
- Work with the wider fundraising team to support the development and promotion of all fundraising activity.
- Work with the centre's Charity Shop partners to ensure they have everything they need to maximise promotion of the centre and support its fundraising efforts.
- Work alongside NAWT central fundraising department to implement and promote national fundraising activities in the local area.
- Develop local community appeals to update supporters on the vital work being carried out at the centre.
- Work with local media contacts to promote the work of the centre/charity, as well as provide stories that may attract new donors.
- Act as a point of contact with head office team to provide regular and timely updates on stories that can be promoted at a national level.

National Animal Welfare Trust Job Description

Other Duties

- Attend internal meetings as requested.
- Attend relevant training and personal development opportunities in order to fulfil the requirements of the post.
- Adhere to all NAWT policies and procedures and assist the organisation in developing, implementing and monitoring them, including Equal Opportunities and Health & Safety policies.
- Carry out any other duties relevant to the post as directed by the Centre Manager, Head of Operations or Board of Trustees.

Experience and Skills Required		
Experience / Skills	Desirable	Essential
Some fundraising experience		Yes
Excellent communication skills both verbal and written		Yes
Relationship builder with excellent interpersonal skills		Yes
Experience of giving presentations and talks	Yes	
Develop and prioritise your own workload and able to work to deadlines		Yes
Computer literate; Microsoft Word, Outlook and Excel		Yes
Able to work within a small team with limited administrative back up		Yes
Empathy and enthusiasm for the aims of the NAWT		Yes
Knowledge of the local area	Yes	
Some experience of managing events	Yes	
A full UK driving licence		Yes

THE PERSON

The successful candidate will be a hard-working, reliable, good humoured and confident 'people person'. They will have excellent interpersonal skills and be able to build effective relationships with lots of different groups of people. They will be able to communicate well be it face to face, on the phone or in writing and have an empathy with the aims of the Trust. They will have an organised approach to their work and will be able to use their own initiative and work unsupervised. A uniform is provided and must be worn during working hours.

Please note there is no public transport to the centre so you must have your own transport.