

**Fundraising Officer (Northern Ireland)**

**Job Description**

**Post:** Fundraising Officer (Northern Ireland)

**Hours:** Full Time - 37.5 hours per week. Temporary position - 12month contract commencing 6th January 2025.

**Workplace:** ROC Northern Ireland office, The Vine Centre, 193 Crumlin Road, Belfast, BT14 7AA. Office accommodation is in an open plan office.

**Purpose & Objectives:** The newly created role is part of the Rank Foundation’s Time to Shine 2025 programme, providing leadership opportunities and experience as well as building organisational capacity and sustainability. The full-time role has a strategic fundraising focus with the aim of maximising financial sustainability for ROC's work in Northern Ireland. The Fundraising Officer will build on the significant achievements of recent years, which has seen ROC expand reach and enhance impact as a community engagement charity. The role involves developing new income streams and cultivating a robust donor base to foster successful, long-term relationships.

**Key Responsibilities include:**

1. To work with the Northern Ireland Development Manager creating and implementing a fundraising strategy to support ROC’s work in Northern Ireland.

2. To research new grant funding opportunities and work with the NI Development Manager in making applications to appropriate grant funds.

3. To work with new contacts and partners, including churches and faith-based organisations, community organisations and corporate partners as well as ROC project partners and Action Groups to increase ROCNI’s supporter donor base.

4. To maintain donor supporter contact spreadsheets and keep accurate records of fundraising activities.

 5. To explore and implement new funding income streams including corporate support, fundraising events and activities.

6. To work collaboratively with the ROC team locally and nationwide.

7. To actively participate in the Rank Foundation’s Time to Shine programme as well as in ROC’s learning and professional development training opportunities.

8. To carry out any other duties as required by ROC and to act in a manner that is in keeping with ROC’s values.

**Professional Development:**

The post-holder will actively participate in the Rank Foundation’s Time To Shine Leadership Development Programme, including conferences and leadership days. Details can be found in the accompanying ‘Time to Shine 2025 Candidate Guide’.

Internally, the post-holder will also engage and contribute in ROC’s webinars and training opportunities to develop their knowledge and understanding of community development practice and volunteer, event and project management.

**General:**

1. To work in support of the wider ROC vision in building safer, stronger communities

2. To promote ROC at local level, receiving support and guidance from ROCNI and Head Office.

**Responsible to:**

ROC Northern Ireland Development Manager & ROC Director

**Internal relationships:**

1. ROC Northern Ireland Staff Team - NI Development Manager, Admin & Digital Support Officer & Project Officer

2. ROC Head-office team and regional teams

3. Office staff at the Vine Centre

4. ROC volunteers

**External relationships:**

1. ROC Action Group leaders & groups

2. Partner agencies

3. ROC Supporters

**Physical Conditions:**

**Holiday entitlement:** 22 days per year, plus Bank Holidays

**Hours of Work:** 37.5 hours per week

It may be necessary for the post holder to work hours in evening or weekend to fulfil the requirement due to the nature of this post. Payment for overtime is not given, but employees are entitled to time off in lieu by agreement.

**Length of commitment:** Twelve months, starting on Monday 6th January 2025.

**Salary:** £23,400 (UK Living Wage)

The post has been funded by the Rank Foundation and is part of Time to Shine programme.