



**BELFAST
EXPOSED**



Delivered by

**THE NATIONAL LOTTERY
COMMUNITY FUND**

Thank you for requesting an application pack for the post of:

Belfast Exposed Fundraising and Development Officer

Please find enclosed:

- Job description and Candidate specification
- General Information
- Application Form
- Monitoring questionnaire

Please return completed application forms to info@belfastexposed.org

INCOMPLETE APPLICATION FORMS WILL NOT BE ACCEPTED.

THE CLOSING DATE FOR RETURN OF APPLICATIONS FOR THE ABOVE POST IS:

DATE 15thDecember 2023

APPLICATIONS RECEIVED AFTER THE CLOSING TIME AND DATE WILL NOT BE CONSIDERED.



Job Title	Belfast Exposed Fundraising & Development Officer
Salary:	<i>NJC point 18</i> - £27,845 -£29,439 per annum
Hours:	37.5 hours pw. Occasional weekend and evening work is required.
Responsible to:	CEO
Location:	Belfast Exposed, 23, Donegall Street, Belfast BT1 2FF

This post has been funded by the National Lottery Dormant Accounts

Organisational background:

An exciting opportunity has arisen to join Belfast Exposed and make a vital contribution to this dynamic and unique organisation. The successful candidate will be able to thrive in this demanding environment and help the team maintain the excellent reputation we have established at local, national and international level.

Job Purpose:

The successful candidate will work as part of a core staff team, reporting directly to the CEO. Primarily office based The Belfast Exposed Fundraising & Development Officer will seek funding to add to the strategic development of the organisation. This post is not responsible for core funding, but rather has responsibility to generate income for plans linked to future developments sustainability for Belfast Exposed. A key element of the job is to develop sponsorship and corporate donation opportunities as well as diversifying funding streams through trusts and foundations and the commercialisation of products and services. Linking these plans with the Belfast Exposed digital marketing plan, audience development and marketing activities.

All our posts are subject to the availability of funding.

Belfast Exposed Fundraising & Development Officer

Principal Duties

- Researching and implementing funding, sponsorship and corporate donations to generate new income streams and contribute to Belfast Exposed strategic development.
- Writing targeted applications to generate income to assist in Belfast Exposed strategic development.
- Creating business cases to garner additional financial support
- Organising events for potential sponsors/donors
- Planning and co-ordinating creative and innovative projects and events to develop new patrons, supporters and sponsors for Belfast Exposed.
- Working with other staff members to ensure that all fundraising activity has a joined-up approach and delivers maximum benefit for the organisation.
- To develop and maintain professional relationships with clients, colleagues, partners and other relevant bodies in line with our values.

- Developing opportunities for audience development.
- Utilising development opportunities as marketing opportunities to increase the profile of the Belfast Exposed.

Administration

- Monitoring and evaluating projects for funders
- Maintaining files, both digital and hard copy, relating to Belfast Exposed activities.
- Communicating with stakeholders via email, telephone and face-to-face
- General administration across the range of Belfast Exposed activities.
- Contributing to the publicity and marketing of Belfast Exposed activities

Any other duties necessary for the successful completion of the post

Unsocial hours may apply and where appropriate we are a flexible employer.

CANDIDATE SPECIFICATION:

FACTORS	ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS AND/OR EXPERIENCE</p>	<p>A third level qualification AND A minimum of two year’s paid demonstrable experience where fundraising and income generation were a substantial element of the post</p>	
<p>EXPERIENCE OF:</p>	<p>A minimum of two years’ experience of the following:</p> <p>Proven track record in income generation</p> <p>Experience of writing successful funding applications</p> <p>Ability to demonstrate initiative in achieving targets within a paid work environment.</p> <p>Experience of developing relationships with individuals, funders, groups and corporate partners.</p>	<p>Experience of publicity/marketing including the use of social media</p>
<p>Knowledge</p>	<p>Knowledge or experience of donations and sponsorship programmes</p> <p>Excellent knowledge of the Northern Ireland/ UK funding environment</p>	<p>Knowledge and understanding of the ethical challenges that organisations face when fundraising.</p> <p>Knowledge and understanding of relevant audience development data.</p> <p>Knowledge and understanding of the role that tourism plays in fundraising and audience development.</p>
<p>Competencies</p>	<p>Excellent leadership and facilitation skills</p> <p>Excellent oral and written communication skills including excellent report writing skills</p> <p>Excellent organisation and time management skills</p> <p>Excellent interpersonal skills</p> <p>Proficient use of computers and Microsoft Office Packages.</p>	

	Proven ability to work on own initiative & as part of a team	
SPECIAL CIRCUMSTANCES	Can work flexible hours in line with organisational and client need.	Current full driving licence and access to a car OR can demonstrate mobility to carry out the functions of the job effectively and efficiently

Please Note:

The interview panel reserves the right to enhance desirable criteria at short-listing stage depending on the number of applications received.

Belfast Exposed is an equal opportunities employer. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the position.

GENERAL INFORMATION

This position is being offered on a Three-Year Fixed Term contract with potential to extend contract length if funding becomes available.

Salary:

£27,845 -£29,439 per annum. Appointments will be made on the first point of the scale.

Location:

Belfast Exposed, 23 Donegall Street, Belfast BT1 2FF.

Annual Leave:

30 days Pro Rata including NI statutory holidays. Leave year 1st April-31st March.

Probationary period:

There is a probationary period of 6 months from the start of employment which may be terminated at a month's notice by either party.

Pension: The appointment is pensionable with a 3% Employer's contribution. Belfast Exposed pension provider is Workers Pension Trust.

Variation to the Terms:

Belfast Exposed reserves the right to vary the terms of this arrangement subject to prior notification being given and after appropriate consultation has taken place.

Equal Opportunities:

Belfast Exposed is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the organisation on the basis of ability, qualifications and aptitude for the work.



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EXPOSED

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Application Form for:

Belfast Exposed Fundraising & Development Officer

Please complete this form accurately and in as much detail as possible, using typescript or BLACK INK. Applications for this post will only be accepted on this form and CVs will not be accepted. Please note that the **closing date** for the return of completed application forms is **15th December 2023**. **Late or incomplete applications will not be accepted.**

PERSONAL DETAILS

Surname _____ Forenames _____ Title _____

Address _____

Postcode _____

Email address _____

Telephone Numbers Home _____ Work _____ Mobile _____

Do you require a work permit to work in the UK? Yes / No

If yes, please provide details _____

Please indicate any dates you will not be available for interview _____

ACADEMIC OR OTHER QUALIFICATIONS (Documentary Evidence will be required from the successful candidate)

School, college, university etc	Qualifications and date obtained

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MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES

Name of Association or body	Status and date of membership

PRESENT/MOST RECENT POSITION

Employer's Name _____

Address _____

Job Title _____

Start date _____ Current or final salary _____

Notice required _____ Earliest available start date _____

Reason for leaving or seeking other employment _____

Brief outline of your duties/responsibilities (please continue on a separate sheet if necessary) _____

OTHER PREVIOUS EMPLOYMENT (List previous employment starting with the most recent)

From	To	Employer's name and address	Job title and main duties	Reason for leaving and final salary

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KNOWLEDGE

Knowledge or experience of donations and sponsorship programmes
Excellent knowledge of the Northern Ireland funding environment
(Max 300 words)

COMPETENCIES

Excellent leadership and facilitation skills
Excellent oral and written communication skills including excellent report writing skills
Excellent organisation and time management skills
Excellent interpersonal skills
Proficient use of computers and Microsoft Office Packages.
Proven ability to work on own initiative & as part of a team (Max 500 words)

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Can work flexible hours in line with organisational and client need. (Max 100 words)

DESIRABLE CRITERIA

In the event of a significant number of applications, we reserve the right to increase selection criteria in the following order:

<p>Experience of publicity/marketing including the use of social media</p> <p>Knowledge and understanding of the ethical challenges that organisations face when fundraising.</p> <p>Knowledge and understanding of relevant audience development data .</p> <p>Knowledge and understanding of the role that tourism plays in fundraising and audience development.</p> <p>Current full driving licence and access to a car OR can demonstrate mobility to carry out the functions of the job effectively and efficiently</p> <p>(Max 500 words)</p>

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FURTHER INFORMATION

Please give details of any interests or activities outside work or any other information, which you consider relevant to your application.

REFERENCES

Please provide details for two people who can provide references relating to your work experience and suitability for the post for which you are applying. One referee should be your current or most recent employer. Referees will only be contacted after interviews have taken place.

Name	
Position	
Address	
Telephone	
Email	

Name	
Position	
Address	
Telephone	
Email	

CRIMINAL RECORD

Please note if you are under consideration for appointment, you will be required to be checked through ACCESS NI.

DECLARATION

I hereby certify that all the information given by me as part of this recruitment process is correct to the best of my knowledge and that all the questions relating to me have been accurately and fully answered.

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact may be liable for disqualification or, if appointed, to dismissal.

Signature _____ **Date** _____

**Belfast Exposed is committed to equal opportunity in employment.
All applications for employment are considered strictly based on merit.**

RECRUITMENT MONITORING INFORMATION

Monitoring Reference Number:	BX/Marketing/06/23
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Belfast Exposed monitors the applications it receives for jobs in order to ensure that their recruitment practices promote equality of opportunity.

This information will be treated in the strictest confidence and protected from misuse and will not form part of your application. It will be used only for the purpose of monitoring our equal opportunity employment policy.

Please indicate your religion or the religion to which you would be perceived to belong by ticking the appropriate box below:	
I am a member of the Protestant Community	<input type="checkbox"/>
I am a member of the Roman Catholic Community	<input type="checkbox"/>
I am a member of neither the Protestant nor the Roman Catholic Community	<input type="checkbox"/>

Please indicate your gender by ticking the appropriate box below:	
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

Please describe your ethnic origin by ticking the appropriate box below:			
White	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black - African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black – Other (please specify)	<input type="checkbox"/>	_____	
Other (please specify)	<input type="checkbox"/>	_____	

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.	
Do you consider that you meet this definition of disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If YES please state the nature or effects of your disability	_____ _____