

# Fundraising Officer, The UniBrass Foundation

## About the role

Job Title	Fundraising Officer
Keywords	Fundraising, grant writing, freelance
Contract	1.5 days (12 hours) per week on average (variable as required), flexible hours with some evenings and weekends by agreement. Expected start of July 2025. Freelance.
Location	Predominantly remote with in-person attendance at key charity events (2-4 days a year) and meetings of the charity trustees (1-2 days a year).
Salary	Daily rate of £100-£110 (dependent on experience) per day based on estimated 70 days a year, plus agreed expenses (e.g. travel)
Place in organisation	Reports directly to the Chair of Trustees with mentorship from Fundraising Development Coordinator, meeting approximately once a fortnight
Works closely with	Trustees, charity volunteers, and freelance Fundraising Development Coordinator
Closing date	1st June at 18:00. Interviews will be held online on evenings of 12th/13th June.
Equal opportunities	The UniBrass Foundation is committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the brass band sector, and the culture sector as a whole. Click <a href="#">here</a> to find out more about the UniBrass Foundation Equal Opportunities and Diversity Policy. We operate a blind recruitment process.

## How to apply

Applications should be sent via email to the UniBrass Foundation Secretary, Sam Kail-Dyke, at [sam.kail-dyke@unibrass.co.uk](mailto:sam.kail-dyke@unibrass.co.uk). Applications should include a covering letter detailing your suitability for the role, and a CV. The application should not exceed 3 A4 pages in total.

Candidates will be shortlisted based on the person specification below, we recommend referring to these criteria in your application.

If you require any further information or assistance applying, please contact Sam Kail-Dyke at [sam.kail-dyke@unibrass.co.uk](mailto:sam.kail-dyke@unibrass.co.uk).

## Tasks and responsibilities

<b>To grow the income of the UniBrass Foundation from donations</b>
<ul style="list-style-type: none"><li>• Support the growth of the UniBrass Foundation lottery, increasing the number of long-term supporters of the charity</li><li>• Support the trustees and volunteer teams with one-off fundraising events</li><li>• Liaise with relevant stakeholders</li><li>• Support the trustees and volunteer team to implement fundraising social media and other marketing strategies (e.g. supporter newsletter)</li></ul>
<b>To support the writing and submission of grant applications</b>
<ul style="list-style-type: none"><li>• Support the writing of grant applications, by either (depending on the grant):<ul style="list-style-type: none"><li>○ providing research and suggested discussion points for grant applications to facilitate rapid writing by volunteers</li><li>○ writing the grant application with support from volunteers and the Fundraising Development Coordinator</li></ul></li><li>• Help the trustees collect relevant audience/demographic data at events to support grant applications</li><li>• Communicate with grant giving organisations</li></ul>
<b>General duties</b>
<ul style="list-style-type: none"><li>• Attend meetings and events relevant to the position</li><li>• To represent the charity as part of the position when appropriate</li><li>• Develop the fundraising of the UniBrass Foundation based on your own ideas and suggestions where appropriate</li><li>• Contribute to the relevant charity reporting of fundraising activities</li><li>• Contribute to charity run events as required</li><li>• Other duties pertinent to the role</li></ul>

## Person specification

The ideal candidate should fulfil most of the essential criteria, and some of the desirable criteria. We encourage applicants even when they do not meet all the criteria.

Experience	Essential	Desirable
Enthusiasm for fundraising for charitable organisations		
Experience of brass bands, the arts sector, or voluntary organisations		
Experience working with volunteers		
Knowledge	Essential	Desirable
Interest and enthusiasm in brass bands or amateur music		
Sufficient IT proficiency, including using online meeting software and collaborative work solutions (e.g. Google Drive)		
Skills	Essential	Desirable
Self-motivation and a desire to work in a small, growing organisation		
An ability to plan, prioritise, and work to deadlines		
An ability to work both individually and as part of a team, acting professionally and respectfully at all time		
Good written English (for example, when writing grant applications and emails)		
Role requirements	Essential	Desirable
Willingness to sometimes meet with trustees and volunteers in evenings and weekends at mutually agreeable times		
Willingness to travel to a limited number of in-person events/meetings (up to 6 times a year)		
A strong commitment to equality, diversity, and inclusion		