



Role Profile

Title:

Campaign Project Officer

Office location:

Wentworth Woodhouse
Wentworth, Rotherham, S62 7TQ

Salary: £25,000

Hours of work:

37.5 hrs/week

Responsible to:

CEO

Contract Duration:

12 months but may lead to permanent post

Role Purpose:

Wentworth Woodhouse is arguably the most challenging and exciting heritage restoration project of our generation. The Wentworth Woodhouse Preservation Trust is committed to raising significant sums to support its ambitious programme of development over the coming decade and campaigns and fundraising are key areas of expansion. We now require an experienced and dynamic Campaign Project Officer to join our fundraising and development team.

You will be an energetic, ambitious and determined. You will need to be flexible and be available to work weekends and evenings as requested.

As the Campaign Project Officer, you will be responsible for focussing on operational activity on and off site and building long term relationships with our supporters, most particularly with corporates. Your role will be to support others to run their own fundraising events in support of Wentworth Woodhouse, providing logistical, operational and co-ordinated support as well as inspirational ideas.

You will possess both creative flair and an ability to inspire those around you to achieve exceptional results in tight timescales, often with limited budgets.

This is an exciting time to join the team at Wentworth Woodhouse, with huge potential for this role to grow with the business.

Role Duties:

Working with the Fundraising Officer provide project support services for the major corporate fundraising initiative in 22/23

Liaise with corporate supporters helping them to establish their own fundraising events on our behalf.

Work with other staff members and volunteers in creating new methods to raise funds for our organisation

Working with the Digital Marketing Manager, leverage technology and social media where possible to provide a platform for raising funds and inspiring others to join our cause

Plan and coordinate events to raise funds and coordinate activities of volunteers related to event planning and execution.

Work with other departments to identify opportunities for fundraising across the Trust's activities.

Work with the Fundraising Administrator to manage the Friends of Wentworth Woodhouse Scheme.

In conjunction with the Digital Marketing Manager, create campaign materials to be used for the promotion of events and other fundraising pushes.

Working with the Fundraising Administrator analyse and evaluate the performance of fundraising activities for effectiveness.

Maintain complete and orderly records of donors and manage regular donor communications using Salesforce to assist.

Collaborate with other organisations and groups within the community to build partnerships and enhance fundraising activities

To undertake any other duties commensurate with the position.

You need to:

- Be confident with natural leadership skills, and a desire to motivate and train
- Have proven work experience within a fundraising environment
- Exceptional relationship management skills.
- Good organisational and time management skills
- Be someone who is a quick thinker and a good decision maker
- Be someone who embraces and can bring about change and innovation
- Be a people person with the ability to show respect, empathy, and care to all team members
- Have excellent communication skills, and an ability to influence people

Person Specification

Please see the criteria expected of the role below. For your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	Significant experience of working in a busy, fast moving environment	Essential
	Driven and resilient	Essential
	A dynamic team player with a flexible approach	Essential
	You will be a great planner, able to manage multiple projects at once with a close attention to detail.	Essential
	Comfortable and motivated by working to targets / KPIs	Essential
QUALIFICATIONS	Educated to degree level, in a related subject	Desirable
JOB RELATED SKILLS	Excellent communication skills, both in word and conversation. Able to communicate a cause passionately to a broad range of audiences.	Essential
	Ability to develop strong and effective working relationships, operating supportively and collaboratively with colleagues.	Essential
	Excellent numeracy skills including the ability to compile and analyse data.	Essential
	A keen attention to detail	Essential
	Excellent IT skills, particularly in relation to organising and interrogating information, working with on-line funding portals and presenting.	Desirable
PERSONAL ATTRIBUTES	Have a smart appearance and confidence when working with the public	Essential
	Ability to work well under pressure, and remain calm in a busy environment and to prioritise your workload.	Essential
	A flexible and positive approach	Essential
WORK CIRCUMSTANCE	Able to work flexible hours, including evenings, weekends and Bank Holidays.	Essential
	Awareness of the implications of social media in a workplace	Essential

Name:.....

Name (Manager):.....

Signed:.....

Signed:.....