

Medway Asthma Self-Help (MASH), a local charity that has supported people and families with asthma for more than 25 years, is seeking a Fundraising and Publicity Officer to ensure MASH maintains and grows its profile in the local community. The postholder will source and prepare funding applications and help raise funds to enable us to continue with our work. The role is for 7 hours per week and is offered on a 6-month fixed-term contract in the first instance. It can be worked flexibly around events and other tasks, and there is a possibility of extending the contract depending on performance. If you think this role might suit you, please contact our Coordinator on 01634 855844 (leave a name and number if we are not there) or email medwayasthmaselfhelp@btconnect.com.

Job Description for Fundraising and Publicity Officer at MASH

Job Title:	Fundraising and Publicity Officer
Reporting to:	Nominated line manager
Salary:	£25k pro rata; £2,360 actual for 7 hours per week for 6 months.
Contract:	Initial 6-month fixed-term contract, with a probationary period of 3 months. There is a possibility to extend beyond 6 months, depending on the funds raised.
Location:	Mainly based at the MASH centre, Watling Street, Gillingham, or on location at events; some home working possible.
Hours:	7 hours per week at a variety of times which may include Mon 9am–12pm, Thurs 5pm–8pm and Friday 2pm–5pm, and event days/evenings (dependent on cover). Flexible working in other times according to work in progress, including occasional evenings and weekends.
Holidays:	39 days pro rata (20 hours actual for the 6-month fixed-term contract)
Anticipated start date:	March, 2022

About MASH

Medway Asthma Self-Help (MASH) is a local charity that has been helping the people of Medway in Kent (UK) since 1996 with asthma information and education, and supporting people and families affected by asthma. Our doors are open to everyone and all our services are free. MASH provides information and access to professional advice to those who need it, including health professionals. MASH works with GPs, hospitals and Asthma UK to raise awareness and knowledge of asthma among the people of Medway.

Overall Purpose of the Position:

The purpose of the Fundraising and Publicity Officer is to:

- generate increased income from existing sources;
- identify and research potential funding opportunities;
- collaborate with trustees in funding applications.

The role may involve other work around contributing to publicity and maintaining existing links and establishing further links with local media and voluntary and statutory bodies. It may also involve working with the Coordinator on fundraising initiatives and supporting the Trustees in determining the strategy and direction of MASH.

Scope of the role:

1. Alongside the Trustees and the MASH Coordinator, design and develop a fundraising strategy for MASH with elements of community events, corporate sponsorship, charitable donors and regular outreach in the community with a view to identifying funding, outreach and network opportunities to raise MASH's profile within the community and raise essential funds.
2. Identify, research and prepare bids for potential funding sources in collaboration with the Coordinator and Trustees.
3. Liaise and maintain links with local individuals, corporate supporters, media, donors, local government, health authorities and key local businesses.
4. Publicise MASH activities in social media, website and database mailings. Alongside Coordinator plan press releases in support of fundraising activities and key MASH messages.
5. Help with the production and distribution of newsletters and publicity material if required.
6. Work with Coordinator to ensure smooth running of Centre, data recording, GDPR compliance and administration of events and funds, and compliance with the Procedure Manual.
7. Assist Trustees with the development of the Centre and input in the strategy of MASH.
8. Use the expertise of volunteers to assist in the above tasks where appropriate.
9. Any other duties as deemed reasonable by the Trustees.

Key skills and Experience

	Essential	Desirable
Organisation skills	✓	
IT literate and numerate	✓	
Excellent communication and literacy skills	✓	
Administration skills	✓	
Team player, yet able to work independently	✓	
Flexible and adaptable approach and willingness to work outside contracted hours on occasion	✓	
Ability to prioritise and manage work	✓	
Empathy and people skills	✓	
Experience of fundraising/publicity/funding applications/bid writing	✓	
Experience/knowledge of voluntary organisations		✓
Experience/knowledge of healthcare organisations		✓
Full driving licence	✓	
Experience of dealing with the public	✓	
Knowledge of fundraising regulations		✓
Ability to work occasional events, days/evening	✓	

Please note that we are also currently recruiting for the Coordinator role (12 hours per week) and would be open to applicants interested in applying for both roles, and a single appointment across both roles.

Closing date for applications: 5pm, Friday 4th February

Interviews to be held during the week commencing: 14th February