



LADYBROOK ENTERPRISES LTD FUNDRAISING AND PROMOTION WORKER

We are seeking a dynamic and outgoing Fundraising and Promotion Worker to join our team. In this position, you will be responsible for raising funds for our charity in a number of ways including via online sale sites, face to face events and activities and promoting our work to people that may wish to support us or access our services.

THE CHARITY

Our charity has one aim: to improve the lives of those in Mansfield and District. To do this, we work independently as well as alongside a number of local partners, to deliver a range of services and activities that are about improving aspirations, access to opportunities, connections and life chances of people in our community.

As a former Neighbourhood Management Team, and from our wealth of experience in the voluntary sector we understand the importance of influencing and shaping change within communities and the structures set up within them.

Our community is resilient, and they, like us, make things happen. When someone believes in them, they can do great things. We aim to help more people recognise this in themselves and move forward. Our biggest strength, which in turn opens some fantastic opportunities for us, is our sheer determination and bloody mindedness to make a difference.

We have delivered a huge number of services with little resources, we have a can-do attitude, we stand up for what is right, and we persist until people get what they are entitled to and deserve in life. We are not risk-averse, we are quick-thinking, solution-focussed, and genuinely here to make a difference.

We do not 'tick boxes', the work we do has to mean something, and for the thousands of people that have been lucky enough to walk through our doors this refreshing, inclusive way of working has changed, improved and in many cases, saved lives.

CONTRACT:

10 hours per week for a fixed term until 31st March 2026

SALARY:

£12.80 per hour

WORKING HOURS:

This role will require flexibility in working hours as they will be planned based around when external events are available to attend and where there is an opportunity to promote our work and raise funds for our charity. This is likely to be different from week to week and will include evening and weekend work around Mansfield.

LOCATION:

In and around Mansfield and District with a base at Ladybrook Community Centre, Ladybrook Lane, Mansfield, Nottinghamshire NG18 5JJ

JOB DESCRIPTION:

Fundraising and Promotion Worker roles and responsibilities include but are not limited to:

- Planning and delivering a range of fundraising activities at Ladybrook Community Centre and in the community
- Making connections with individuals and organisations who may be able to support our work with donations of money, goods or time
- Receiving, sorting and listing donated goods using online platforms (Vinted, Ebay, Facebook)
- Sorting and displaying donated goods in our Community Share Scheme project
- Providing great customer service to people visiting the centre and in the community
- Promoting our charity and its objectives to people in and around Mansfield
- Communicating effectively with all levels of staff and those using services
- Maintaining stock levels of promotional items
- Assisting the teams with general administrative tasks, including filing, data entry, and document preparation
- Maintaining accurate records and keeping filing systems, computer filing systems, spreadsheets and databases up to date
- Taking payments from customers and recording financial transactions with accuracy
- Engaging with users of our services and providing a welcoming and inclusive environment
- Promoting services and activities happening at the centre to new and existing customers
- Supporting volunteers to raise funds and promote our charity
- Identifying safeguarding issues and liaising with the CEO to respond to these appropriately
- Contributing to the safe running of the building including light cleaning, safety checks and follow up paperwork as agreed
- Ensuring work areas are kept clean, tidy and safe and that appropriate legal regulations are adhered to at all times
- Prioritising own workload to meet deadlines
- Promoting a positive image of Ladybrook Enterprises Ltd. to both internal and external customers and partner organisations
- Following all policies and procedures of the organisation at all times
- Ensuring confidentiality of information in accordance with GDPR and other relevant legislation
- General document production to support the role
- Taking part in training identified as necessary for the job
- Any other tasks deemed appropriate by line management

PERSON SPECIFICATION

We invite applications from candidates who can demonstrate the following skills:

Essential Criteria:

- Strong verbal and written communication skills for interacting with individuals and organisations who may be able to support our work with donations of money, goods or time
- Ability to identify opportunities to raise funds and the profile of our charity
- Working knowledge of a variety of IT systems and ability to use them to record and present information as well as to list goods for sale
- Experience of selling goods online, in a personal or professional capacity
- Ability to correspond with external contacts by drafting professional emails that encourage support of our charity
- Ability to manage time efficiently and juggle multiple tasks in a busy environment.

- Excellent interpersonal skills for building relationships with people
- Friendly and approachable demeanour
- A collaborative team player with a positive and flexible attitude and understanding of the importance of teamwork
- Ability to handle sensitive information with care and maintain confidentiality at all times
- Ability to manage tasks, prioritise duties, and meet deadlines in a constantly changing fast-paced environment
- Strong attention to detail
- Meticulous in managing records, databases, and communications, ensuring accuracy and consistency
- Forward thinking and able to identify areas for improvement
- Functional maths skills to deal with money and recording financial transactions
- Driving licence and access to a vehicle to travel in and around Mansfield with equipment and information

Desirable Criteria:

- Knowledge of the Mansfield area and opportunities and places for promotion that are available
- Understanding of the legislation affecting charities and their fundraising and promotional activities
- A sound understanding of the GDPR regulations
- Experiencing of working with a diverse range of people and adaptations to meet different needs
- Experience in fundraising and promotions for a charitable organisation

Personal Qualities:

- Confidence to approach and engage with people in a variety of settings
- Punctual and reliable
- Approachable and non-judgemental
- Trustworthy
- Commitment to provide a high standard of service
- Ability to follow good practice and work to company policies and procedures at all times
- Ability to adapt well to change and think quickly in a constantly changing environment
- Good work attitude
- Flexible work ethics to cover duties as needed