

## ROLE OVERVIEW AND BACKGROUND

### Community Fundraising and Volunteer Manager.



---

<b>CONTRACT:</b>	Permanent
<b>WORKING HOURS:</b>	Either 28 hours per week or 35 hours (0.8 or 1.0 FTE) depending on the applicant. Occasional evening and weekend working will be required as part of the role.
<b>ACCOUNTABLE TO:</b>	CEO
<b>LOCATION:</b>	Poole/Dorchester. Travel across the Jurassic Coast region will be required, with the potential for travel across the UK for meetings/conferences
<b>SALARY:</b>	£28-30,000 per annum.
<b>TERMS &amp; CONDITIONS:</b>	The role is offered subject to standard JCT Terms and Conditions (available upon request). The role is subject to a three-month probationary period, during which the notice period will be four weeks on either side. Upon successful completion of the probationary period notice period will be three months.

---

### About the Jurassic Coast Trust:

Our vision for this extraordinary UNESCO World Heritage Site (WHS), the Jurassic Coast, is that everyone loves, understands and values it. We believe that this is the very best way in which the Jurassic Coast will be effectively looked after – by the people who live, play, work here – today and for future generations.

### Our Aims:

- To **protect** and enhance the World Heritage Site and its setting
- To **engage** with people and organisations
- To **deepen** our own and others' understanding of the World Heritage Site
- To **sustain** our organisation financially and demonstrate exemplary governance

### Our Work:

We provide leadership on what is best for the World Heritage Site (WHS) and we actively foster the partnerships and engagement that collectively protect the site.

We promote the Site's identity and values and seek to understand and build the benefits (environmental, economic, scientific, cultural and social) of World Heritage status. Our role is then to enhance and share these benefits widely, at a local, national and international level.

We run a range of programmes and activities, encompassing conservation, engagement and partnership facilitation.

We raise funding through a range of ways, including grants, trading and individual donations, as well as our growing Business Partner scheme which we use to fund our wide-ranging work, examples of which includes:

- Monitoring and oversight of Site Conservation, including involvement in planning policy and control and working with a range of partners on conservation activity
- Developing and monitoring policy in relation to the WHS, alongside and in close collaboration with our partners
- Supporting our partners work in relation to responsible fossil collecting and the display and interpretation of fossils and the Jurassic Coast's wider story in local museums and visitor centres
- Developing resources to enable the meaningful interpretation of the Site
- Publishing a range of valued and high quality books and publications that are the definitive guides to the Jurassic Coast
- Running a website that aspires to be a hub for information about the WHS, supported by our active social media presence and enabling relevant data sharing by partners
- Promoting a dynamic programme of walks, talks and outreach, delivered by our team of Ambassadors and other volunteers
- Organising a range of events, designed to raise funds and foster enjoyment of the Site, including museum sleepovers, guided walks and online talks
- Growing an active membership base, including young people, that develops our committed giving income but also fosters deeper relationships between individuals and families and the Jurassic Coast

This list isn't exhaustive

### **Background to the role:**

The Community Fundraising and Volunteer Manager has primary responsibility to drive the success of our fundraising initiatives and volunteer programmes, contributing to the overall achievement of income targets and nurturing meaningful connections within the community. You will work collaboratively within the JCT team, engaging with stakeholders, including Ambassadors, volunteers, businesses, and schools.

Within this small charity, the entire staff team collaborate to deliver the varied work programme. Colleagues share their knowledge of their work and its relevance to the overall Site to help identify opportunities, steer project planning and inspire their co-workers, partners and JCT audiences. An understanding of and a passion for the landscape of the Jurassic Coast and its extraordinary geological heritage allows us to lead by example as effective advocates, whether we are speaking to a planning officer, a business partner or a child.

### **Main Responsibilities of the role:**

This role is pivotal to establish a dedicated group of volunteers, working within the community and with our stakeholders, to create financial and resource-based support to deliver our Charitable aims and protect the Dorset and East Devon Coast World Heritage Site designation.

The post holder will work collaboratively within the wider JCT team to plan, coordinate, and maximise income from a diverse range of community and innovative events to achieve agreed income targets.

They will establish and nurture relationships with Ambassadors, volunteers, local communities, businesses, external organisations, and schools, to build opportunities for engagement, income generation and wider support for protecting the designation.

The postholder will lead regional campaigns and fundraising activities, raising funds from key stakeholders such as businesses, community groups, and the public. They will take responsibility for organising and delivering fundraising events.

The postholder will manage relationships with volunteers, including being their first point of contact, providing advice, training, communication, and support.

They will support the wide team in various related activities as required.

### **Specific role outputs**

#### **Volunteer Management:**

The postholder will recruit, supervise, and organise training sessions for new volunteers and existing Ambassadors to support fundraising activities.

They will manage the details of fundraising volunteer plans, ensuring understanding of targets and reporting.

They will conduct regular training sessions for volunteers and update and maintain the Volunteer database in a timely and accurate manner, ensuring compliance with GDPR requirements.