



Fundraising Coordinator: Stonehill Community Garden Consultancy Position

1. Consultancy terms

Consultancy period: Contract for 7.5 hours per week

Fee: £112.50 (£15 per hour). Invoicing schedule to be agreed.

Location: Home-based, with regular visits to Stonehill Community Garden, Abingdon

Scope:

Stonehill Community Garden is a charitable company that aims to bring people from all walks of life closer to nature and closer towards sustainable ways of growing and living. Within this, we aim to provide a space where people can grow within themselves, and as part of a community, and gather strength from the unique pleasure of being outdoors and working with our hands.

We have been running for over 2 years and are self funded through grants and income; **we are now seeking a fundraising consultant to increase the grant income to help the garden reach the next stage of its development.**

The consultant will work closely with the two Project Coordinators for the garden and will need to visit the garden regularly to understand the funding needs of the project.

Responsibilities:

- Researching and identifying relevant grants to apply for
- Complete funding applications on behalf of the garden to cover our revenue and capital costs, as discussed with the Project Coordinators
- Managing funding budgets & reporting to the Board of Trustees monthly
- Complete Grant reporting forms to high level of accuracy, in accordance with grant funders' requirements
- Other financial reporting as required, in relation to reporting & related tasks required for the project

2. Criteria

We are looking for the following criteria in the person qualifying for this consultancy:

- Experience of funding applications with a proven track record of success
- Strict attention to detail
- Excellent organisation skills
- Ability to work independently and be self-motivated

Desirable:

- Passion for community growing and for the work of Stonehill Community Garden
- Imaginative and creative 'thinking outside the box' mentality

- Good communication skills
- Ability to communicate enthusiasm to others

3. How to apply

Please submit the following before the **deadline of 5pm 14/05/18**:

- A CV outlining your previous work experience and two professional or character references.
- A covering letter explaining how you meet the person criteria

If your application is eligible you will be invited for an interview to further discuss your suitability for the role. Please keep the date of **XXXXX** free for this meeting in case you are invited to meet.

Please email your application to: info@stonehillgardens.co.uk

If you have any queries, please contact: Rachel Hammond 07970 780514.