

 **Communications and  Fundraising Officer - Surrey**

 **Full time (35 hours per week)**

The Greyhound Trust strives for the day when all racing greyhounds retire to loving homes and are treated with compassion and kindness.

**Job Role:**

The Greyhound Trust Head Office is offering a fantastic opportunity for a talented individual to join us as our Communications and Fundraising Officer. The Head Office team is extremely busy, with high expectations of all our team members. Reporting to the Marketing, Communications and Events Manager, you will enjoy a varied and rewarding role and we need you to be proactive and always prepared to go the extra mile.

**Key responsibilities include:**

Communications

* Managing and  growing  the  Trust’s  presence  on  social  media  including  Faceboob, Instagram and Vine
* Researching, writing  and  distributing  press  releases, case  studies  and  communications materials.
* Writing, editing  and  proofreading  copy  for  Trust  literature.
* Management of  the  charity  website.
* Planning, promoting  and  attending  various  events  for  the  Greyhound Trust.
* Directing volunteers  on  the  use  of  social  media  and  websites.
* Acting as  the  Deputy  Editor  for  the  Trust’s  biannual  magazine.
* Acting as  the  first point of  contact  for  media  enquiries.
* Managing the  Trust’s  communications  email  inboxes (for reference – non exhaustive include: fundraising, branch communications, media, homer, photos, admin, and events)
* Promoting the  Greyhound  Trust  and  its  trading subsidiary Greyhound  Events  Ltd
* Liaising with celebrity supporters for current/future campaigns, appearances at shows and interaction on social media
* Design and creation of adverts for local and national publications
* Send out branch updates via volunteer vines
* Source new events suitable for the Greyhound Trust
* Recruit and co-ordinate a pool of volunteers for national assistance at national events

Fundraising

* Identifying funding  opportunities  and  securing  grant  funding  for  projects  and  ongoing costs.
* Co-­‐coordinating  the  charity’s  participation  in  challenge  events.
* Co-­‐coordinating  challenge  event  and  community  fundraisers.
* Developing the  charity’s  regular  giving  scheme.
* Develop new fundraising ideas
* Source new promo items for distribution at shows to raise awareness
* Source uniforms for shows and other branded clothing for use by volunteers/fundraisers

**Key Skills we need from you:**

* Self starter with solid experience in a similar role, working within a busy environment
* Ability to juggle multiple stories and deadlines by being highly motivated and organised
* Excellent attention to detail and proof reading skills
* Curious and inquisitive nature with the ability to develop a good story, which at all times promotes

the work of the Greyhound Trust and protects its reputation and builds on our brand awareness

* Articulate and persuasive, with excellent written and verbal skills and the ability to develop and maintain excellent relationships
* Confident with  Microsoft  Office  Suite and  the  Adobe  Creative  Suite

**You will be:**

* Bright, positive and enthusiastic, with a strong work ethic and “can do” attitude
* Able to exhibit excellent discretion and adhere to professional standards and confidentiality
* Capable of handling stressful situations while maintaining a positive demeanour
* Committed to delivering high standards of customer service and be a genuine team-player
* Prepared to help lead the team at all special events, which will include some evenings and weekends, as well as 6 days at the NEC to deliver the Greyhound Trust annual presence at CRUFTS

The ideal candidate would have empathy and enthusiasm for the objectives of the Greyhound Trust. Knowledge of dogs and experience of the charity sector in either a voluntary or employed capacity would be desirable. This post and its role requirement will develop with the needs of the charity.