



STROUD TOWN COUNCIL

APPLICATION PACK – FUNDRAISING OFFICER

Fundraising Officer Stroud Town Council, Gloucestershire

Salary LC2 SCP 23 - 26: £32,076 to £34,834 (Pay Award Pending)
Part time: 15 hours per week

Purpose of job

The Town Council is looking for an enthusiastic and committed individual to join our office team. The role will work with the Senior Management Team to fundraise for Town Council projects as well as provide support to community initiatives.

Working for Stroud Town Council

The Fundraising Officer will sit within the Community Development and Engagement Team, led by the Deputy Chief Executive (Deputy Clerk) but will work across all teams to support the development of all council projects.

Applications should be returned in hard copy to the Town Clerk as soon as possible – applications will be reviewed and assessed on receipt.

Contents of Pack

1. [Brief History of Stroud](#)
2. [The Council](#)
3. [Application Process](#)
4. [Selection Process](#)
5. [Job Description](#)
6. [Person Specification](#)
7. [Terms and Conditions](#)

Brief History of Stroud

The first parish of Stroud, a settlement based on the production of woollen cloth, was recognised in 1304. Currently, it has a population of around 13,500 and an electorate of just over 10,000. Stroud is seen as a very friendly, tolerant community, accepting a wide range of views. We have a history of non-conformism, dissent and direct action. The environment and sustainability are priorities for many residents.

The parish, approximately 2.5 miles long and 0.75 miles wide, includes the town centre trading and market area, established residential communities amongst the surrounding hills and valleys, and mostly new-build settlements along the canal, which is currently undergoing restoration. The parish's division into six wards reflects, to a reasonably accurate degree, these differing settings. There is a railway station with good connections to London, Swindon, Cheltenham and Gloucester and a reasonable range of bus services. A fine network of footpaths also permeates the parish, but density of motor traffic can hinder movement around town by vehicle and there are limited safe cycle routes.

There is a strong creative element in the town and surrounding area, which provides a base for several arts festivals, some of which have achieved national acclaim. The town centre supports a long established twice-weekly market in the medieval Shambles and an award-winning weekly Farmers' Market, which draw in visitors from some distance.

In 2018 Stroud Town Council was one of the first local councils in the UK to declare a climate emergency and set a target of being carbon neutral by 2030.

The Council

The council was formed in 1990. We have 18 councillors representing 6 wards. There are elections every four years, the most recent elections were in May 2024.

We have offices close to the town centre with a double fronted window used for displays and notices. The main committees are Consultations and Highways (planning), Finance and Policy, Community, Environment and Regeneration.

The Council staff work in two teams headed by the CEO (Town Clerk). The office team comprises a Deputy CEO (Deputy Clerk), Assistant Clerk, Administration Officer and Finance Assistant, Senior Finance Administrator, Community Development Officer, Community Development Support Officer, Communications and Engagement Officer and a cleaner. The Green Spaces team comprises three full-time Rangers and a part-time Assistant led by the Green Spaces Manager.

The Green Spaces team are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, two cemeteries (one active and one closed), five play areas, two closed churchyards and a number of amenity spaces. Some activities are currently contracted out, for example large areas of grass cutting and grave digging.

The Council owns five allotment sites providing just under 200 plots. Each site is managed on our behalf by a plot-holder association.

Amongst the Council's recent projects are revamping a significant but dilapidated Victorian building for community use and developing a Neighbourhood Development Plan for the town. We have recently agreed to transfer ownership of a range of assets from Stroud District Council, including in 2019 the Stroud Subscription Rooms.

Stroud Town Council is a larger town council that is committed to improving the quality of life of all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents, as well as supporting arts development in the town.

We have shown long-term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children's play areas. We have an established reputation for taking a leading role in community development. We sustain four community grants programmes and a number of service level agreements with voluntary and community sector organisations.

We are a Quality council and have adopted the General Power of Competence. We have an annual expenditure budget of about £1m of which the precept makes up around 94%. The balance largely comes from grants, cemetery income and rent.

Application Process

The completed application form together with a covering letter must be sent to the Town Council by email to: council@stroudtown.gov.uk

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Fundraising Officer.

A CV is **not** required and any submitted will be disregarded.

Your application should be returned by email as soon as possible.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact the CEO (Town Clerk), Helen Bojaniwska, on 01453 762817 or helen.bojaniwska@stroudtown.gov.uk for an informal discussion.

Selection Process

The Appointment Panel will meet to consider applications on receipt and interviews will be arranged on a rolling basis.

Candidates who are to be invited to an interview will be notified by telephone or email as soon as possible. Those who have not been shortlisted will be contacted by email shortly after this. Due to the volume of applications received it will not be possible to offer feedback on applications.

The appointment will be made by the Appointment Panel, which will consist of CEO (Town Clerk) or Deputy CEO (Deputy Clerk) and at least one member of the Personnel Committee.

Interview

Shortlisted candidates will be required to attend an interview at a time to be allocated individually. As part of the interview candidates will be asked to give a short presentation on a relevant topic. Candidates should allow up to one and a half hours for the interview.

References

Formal references will be taken up following an offer of employment. Any offer of employment will be subject to the receipt of satisfactory references.

Expenses

Travelling expenses (mainland UK only) will be paid on the basis of standard class rail travel to Stroud or car mileage at the standard mileage rate currently in force. Only claims in excess of 25 miles in total will be paid.

Any shortlisted candidate who withdraws without good reason will not be reimbursed expenses other than at the discretion of the Council.

Candidates with a disability

Any candidate with a disability should please contact the CEO (Helen Bojaniwska) or Assistant Clerk (Sheral Gardner) in confidence so that reasonable adjustments can be made to the recruitment process.

JOB DESCRIPTION

Purpose of job

To research and apply for funding for council projects from a wide range of sources including, but not limited to: grants, s106 developer contributions, sponsorship and corporate volunteering.

Key responsibilities of the post

Include but are not limited to:

Fund raising

- Researching funding opportunities for council and community priorities and projects in consultation with the Council's strategy.
- Planning and prioritising multiple grant applications in a timely manner.
- Creating and submitting proposals and applications to trusts and other grant making organizations.
- Writing applications to grant funders.
- Monitoring and evaluating fundraising activity.
- Keeping careful records of proposals, submissions, approvals, and deadlines of grant applications.
- Monitoring grant expenditure and compliance with grant conditions and preparing reports for funders.
- Networking and collaborating with stakeholders to facilitate fundraising to allow the formulation and progression of identified projects
- Assisting in the preparation of annual budgets and project forecasting.

Community engagement and support

- Acting to preserve and promote the good reputation of the Council in all dealings with the public, community groups and others.
- Arranging training and supervision of community funding applications in line with the priorities of the Community Development team.

General

- Any other duties the Council may consider appropriate to the post.
- The Fundraising Officer may be required to undergo a DBS check in accordance with the Council's Safeguarding policy.
- Attending training courses associated with the work and role as required by the Council.

The Town Council may wish from time to time to amend this job description.

PERSON SPECIFICATION

QUALITY	ESSENTIAL	DESIRABLE
1. Qualifications	<ul style="list-style-type: none">• Degree in marketing, communications, public relations, non-profit management or related field• Minimum 2 years of professional fundraising experience, preferably within a	<ul style="list-style-type: none">• Certified Fund Raising Executive (CFRE) credential or other relevant certification• Experience managing fundraising campaigns, special events, and donor cultivation activities

QUALITY	ESSENTIAL	DESIRABLE
	<p>government/public sector setting</p> <ul style="list-style-type: none"> • Strong understanding of local government operations and fundraising regulations • Excellent written and verbal communication skills • Proficient with donor database management and fundraising software/tools 	<ul style="list-style-type: none"> • Knowledge of grant research, writing and reporting processes • Skilled in digital marketing tactics for fundraising (email, social media, etc.) • Established connections within the local community and funding networks • Ability to motivate and inspire stakeholders towards a shared vision
<p>2. Related experience including voluntary work</p>	<ul style="list-style-type: none"> • Minimum 2 years' experience working directly in a local government/public sector or VCS setting • Demonstrated success planning and executing fundraising campaigns or community development initiatives • Proven ability to build relationships with donors, sponsors, community partners and stakeholders • Experience delivering presentations and training to diverse audiences 	<ul style="list-style-type: none"> • Previous roles interfacing with elected officials, municipal boards/committees • Coordinating community programs • Grant writing for government or non-profit organizations • Developing and delivering training programs for staff, volunteers or the public • Utilizing fundraising vehicles (e.g. crowd-funding, ballot measures) • Working knowledge of public sector budgeting and financial management practices • Background in community/economic development or related field
<p>3. Skills, Knowledge and Abilities</p>	<ul style="list-style-type: none"> • ability to translate local needs into compelling fundraising initiatives is critical • Must be able to confidently represent the Town and its interests within the local community • Strong public speaking abilities 	<ul style="list-style-type: none"> • have existing connections, credibility and a track record operating successfully in a local government environment • Asset Based Community Development (ABCD) knowledge and direct

QUALITY	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Comfortable delivering training sessions to groups will be assets in this outward-facing role 	<p>experience of working within this model</p> <ul style="list-style-type: none"> • a service-oriented mindset and political astuteness appropriate for a public sector role
<p>4. Personal Qualities</p>	<ul style="list-style-type: none"> • self-motivated • able to work across multiple projects with conflicting deadlines • confident to cultivate relationships with stakeholders across a variety of industries and settings • Strong communication abilities • A passion for building connections and securing resources to better the local community • Being able to inspire staff, residents, community groups and potential donors towards a shared vision for the community will be key for this position 	

Terms and Conditions

Pay

The salary range is within LC2, spinal column points 23 to 26, depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services.

Contract

The appointment is permanent and full time and is subject to the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. There will be a six month probationary period with three-monthly reviews.

Hours

Whilst the basic working week is 15 hours per week, the postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

Annual Leave

Holiday Entitlement	Days
Annual leave on commencement of employment (22 days + 4 stat / local extra + 8 Bank Holidays)	34
Additional after 5 years service (4 days)	4

Casual Car User Allowance

If the postholder travels by means of their own car on official duties, the NJC for LGS Casual Users Car Allowance rate will be paid.

Pension

The postholder will be automatically enrolled in the Local Government Pension Scheme.

Political Restrictions

The postholder will be expected to maintain political neutrality in relation to the work of the Council.

Code of Conduct

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town Council and entered in the Register of Officers' Interests.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chair of the Council.

Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a satisfactory Disclosure and Barring Service (DBS) check.