



<b>Post Title:</b>	Fundraiser (Events)
<b>Set Fee:</b>	£15,000 (per annum)
<b>Target:</b>	Minimum £60,000 (per annum)
<b>Hours:</b>	Flexible
<b>Contract Type:</b>	Freelance (initially 12 months)
<b>Location:</b>	Flexible
<b>Reporting to:</b>	Executive Producer
<b>Leave:</b>	N/A
<b>Responsible for:</b>	N/A

### **Purpose:**

To raise funds for The Garage Trust Limited 'Big Breaks Fund' which provide bursaries for Children and Young People who face challenges and difficulties in their lives. These bursaries enable children and young people to take part in performing arts activities designed to help them develop skills, increase their confidence, self-belief and help to raise their aspirations so that they are better equipped to face and overcome the challenges they face. This forms part of The Garage Trusts mission to develop opportunities for a more diverse range of people to enjoy, take part and work in the arts.

### **About this post:**

We are looking for a freelance fundraiser to raise a minimum of £60,000 over 12 months for our 'Big Breaks' Bursary Fund. The Big Breaks Fund supports over 100 children and young people per year to take part for free in our wide range of performing arts participation programmes.

The Garage Trust has a strong track record of fundraising for Big Breaks from Trusts and Foundations. We are now looking for someone experienced in raising funding through Events to diversify the income generated for this area of work.

The fundraiser will manage their own time to achieve the £60k plus target within the 12-month period. There are no set working hours attached to this freelance contract.

There is no set budget for the fundraising events. Individual event budgets can be negotiated and agreed with the Executive Producer - each event would be expected to cover its costs and raise additional funds for Big Breaks.

The Garage Trust has two sites in Norfolk, one in Kings Lynn and one in Norwich. The funds raised will support children and young people from challenging circumstances from these areas. It is not essential that the fundraiser is located in these areas.

If you feel you have the skills and experience for this role and are confident you could reach the set target through fundraising events, we would like to hear from you.

### **The Work**

The role and programme of work will include the following:

- Planning and managing events to raise money for our Big Breaks fund
- Managing event budgets
- Managing the staffing of events
- Working with the Marketing Team to promote fundraising events
- Developing relationships with partner organisations, individuals to support the fundraising activities
- Advocating for the trust and its charity work
- You will be able to utilise the Executive Producer and Assistant Producer to support your work

### **Your Skills**

You will be an experienced project and event manager with a proven track record in fundraising through events

You will be an excellent communicator able to build rapport and relationships with a diverse range of people from different backgrounds

You will have experience of managing a diverse range of fundraising events

You will have a track record of working with people from the charity and corporate sector

You will be an 'ideas' person who is able to execute and deliver with the ability to galvanise others

### **How to apply:**

In order to be considered for this position, please email an expression of interest, your CV and how you feel you meet the specifications to [recruitment@thegarage.org.uk](mailto:recruitment@thegarage.org.uk) successful applicants will be invited to interview.

**Application deadline:** 19/11/2021

**Start Date:** December/January 2021

**Interviews:** W/C 22/11/2021

**To express interest:**

We encourage applications from all backgrounds and communities and are committed to supporting the diversification of the Creative Industries. We actively encourage applications from people who consider themselves to be part of minority groups. We are committed to equality and diversity within our workforce and all opportunities provided by the Garage Trust Limited.