



## JOB DESCRIPTION & PERSON SPECIFICATION

# FUNDRAISING & EVENTS LEAD

### INTRODUCTION:

Are you passionate about pursuing a world where every child and young person belongs and thrives? Do you want to work to break cycles of disadvantage, trauma and injustice? Come and join Team Pursuit.

### CONTRACT TYPE:

Freelance

### HOURLY RATE:

£15

### ESTIMATED HOURS TO FULFIL RESPONSIBILITIES

4 hours per week

### RESPONSIBLE TO:

Operations Manager

### POSSIBLE LOCATIONS:

Remote working. Willing to travel to meetings in Worthing and events in the UK.

Possible opportunities to visit partner organisations in India, but not necessary to fulfil the role.



Registered Charity number: 1167084 (England & Wales)  
Registered Address: Pursuit International,  
79 Upton Road, Worthing, West Sussex BN13 1BY

[PURSUITINTERNATIONAL.ORG](https://pursuitinternational.org)

# ROLE DESCRIPTION

## KEY RESPONSIBILITIES:

### PARTNERSHIPS

- Researching, networking and facilitating links with organisations who could support Pursuit, such as churches, businesses, community groups etc.
- Maintaining relationships with partnerships so they remain active supporters

### EVENTS

- Planning and organising events that raise the profile of Pursuit and generate potential financial support
- Liaising with the Supporter Engagement Lead in the successful practical delivery of events
- Supporting the Founders at events

### GRANTS

- Researching and applying to suitable grant making bodies for financial resources
- Providing reports and updates to funders
- Liaising with the Finance Officer around grant funding and tracking expenditure

### GENERAL

- Ensure compliance with the policies and procedures of Pursuit and the requirements of relevant external bodies

# PERSON SPECIFICATION

## THE SUCCESSFUL FREELANCE CANDIDATE WILL STRIVE TO EMBODY OUR PURSUIT VALUES:

### WE ARE RELATIONAL:

We put the needs of others before ourselves and are stronger when we work together.

### WE ARE INNOVATIVE:

We will be creative in our approach, not letting the fear of making mistakes stop us from trying something new.

### WE ARE DIGNIFYING AND RESPECTFUL:

Our words and actions have power. We treat everyone with dignity and respect, recognising that we all add value with equal worth.

### WE HAVE INTEGRITY:

We tell the truth and are open about our motivations. We will be good stewards of what we have, strive to act ethically and take our social responsibility seriously.

### WE ARE LOVING:

We will show grace and perseverance in all that we do. We believe in countless second chances and dedicate ourselves to a love that goes the extra mile.

## THEY WILL PASSIONATE ABOUT:

- The deep importance of belonging; recognising the power of strong, healthy attachments
- Fighting the injustice that an estimated 1,500,000 children are growing up in residential care in India
- Seeing children and young people thrive
- Resourcing and equipping care-givers of all kinds, to ensure that the children under their care belong and thrive
- Embedding young people and their care-givers in a loving community, where the whole family can be cared for and supported.

## THEY WILL BE EXCITED BY THE OPPORTUNITY TO:

- Be a part of something that makes real and lasting change in the lives of vulnerable people
- Use their skills, gifts and experience and bring to the team innovation, best practice and enthusiasm.
- Find creative solutions to address challenges
- Engender effective partnerships with our stakeholders
- Create and develop relationships and work collaboratively with others .



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# PERSON SPECIFICATION

ATTRIBUTE / SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"><li>• ‘A’ Level or equivalent education or qualifications</li></ul>	<ul style="list-style-type: none"><li>• Degree level education</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>• Working effectively in a small team</li><li>• Working as a volunteer</li><li>• Delivering tasks/objectives to an agreed timeframe</li><li>• Reporting on your area of work or responsibilities</li><li>• Working within a budget</li></ul>	<ul style="list-style-type: none"><li>• Working in a charity, church or Christian organisation</li><li>• Managing volunteers</li><li>• Managing staff</li><li>• Management of finances</li><li>• Events organisation or management</li><li>• Project team role or project management experience, with reporting and evaluation</li><li>• Strategy development and/or implementation</li><li>• Visited India</li></ul>
SKILLS/ABILITIES	<ul style="list-style-type: none"><li>• Ability to build rapport quickly</li><li>• Able to communicate passionately about Pursuit in a way that inspires others to take the next-step in their support</li><li>• Good administration, planning and organisation skills to ensure tasks and opportunities are managed effectively</li><li>• Good communication skills and the ability to collaborate with other roles within the team</li><li>• Ability to build and maintain successful partnerships</li><li>• Ability to negotiate, influence and positively contribute to the work and outcomes of the charity</li><li>• Problem solving skills to overcome challenges</li><li>• Able to mobilise and motivate volunteers</li><li>• Proficient in Word, Excel and other IT systems such as Google drive</li><li>• Ability to work autonomously Ability to self-motivate</li><li>• Research skills</li></ul>	<ul style="list-style-type: none"><li>• Track record of delivering quality services</li><li>• Good knowledge and understanding of the charity sector</li><li>• Able to understand accounts and financial statements</li></ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"><li>• Be in continual ‘pursuit’ of growing in our values: We are relational, innovative, dignifying and respectful, act with integrity and love</li><li>• Teachable and willing to reflect, learn and grow in the role and team</li><li>• Fully comfortable with the Christian ethos of Pursuit and its engagement with Christian organisations and supporters from churches</li></ul>	<ul style="list-style-type: none"><li>• Active in Christian faith and practice, and part of a local church</li></ul>