



Wheely Tots Fundraising Manager

Wheely Tots believes that all children, families and communities should be healthy, confident and resilient.

Role	Fundraising Manager
Salary	Wheely Tots is a London Living Wage employer. The salary for this role is £40,000+ per annum pro rata for hours worked dependent on experience
Purpose	<ul style="list-style-type: none"> ● Wheely Tots has an exciting fundraising plan to launch in May 2021 ● This will include a family focussed fundraiser
Commitment	<ul style="list-style-type: none"> ● 16 - 24 hours per week (can be worked flexibly) ● DBS check required
Contract Type	<ul style="list-style-type: none"> ● 6 month contract
Tasks	<ul style="list-style-type: none"> ● Plan and deliver a mass participation fundraising event (with support from CEO & wider team) ● Set up and manage online fundraising campaign ● Promote event and recruit participants to fundraise (families/local residents/corporate supporters) ● Recruit and motivate a small volunteer team ● Identify tasks for wider Wheely Tots team to support
Competencies	<ul style="list-style-type: none"> ● At least 3 years experience of event management & community fundraising ● Able to work at a strategic and practical level ● Able to work within a remote team ● Experience of working with people from diverse backgrounds and experiences ● Self-motivated ● Discreet and trustworthy with good organisational skills ● Flexible and adaptable with good administration skills ● Familiar with social media (Facebook, Instagram, LinkedIn, Twitter, Next Door)

Registered charity no 1161237
The Trampery, 639 Tottenham High Road, London N17 8AA
www.wheelytots.com

Jan 2021



	<ul style="list-style-type: none"> ● Open to new ways of working and finding the most efficient way to do things ● Confident communicator by email, phone and video call ● Experience using Google Drive (or similar) ● Experience using CRM for fundraising
Location	<ul style="list-style-type: none"> ● Home based, managed remotely ● Our office is based in Tottenham. Ideally we are seeking someone with knowledge of Haringey and its communities.
What we can offer	<ul style="list-style-type: none"> ● This role offers the opportunity to play a key role in a fast growing small charity with big plans ● We are keen to try new things and open to new ideas so you can make this role your own and grow with us ● IT equipment for home working ● Access to training in: project management, comms and marketing, volunteer management, fundraising, finance and accounting, Excel, first aid, ride leader training, bike maintenance, route planning ● Learn from our volunteers who bring incredible expertise and time ● £500 training budget

We will provide an induction to our processes and procedures relevant to this role.

Wheely Tots are an equal opportunities employer and welcome applications from all. We do not discriminate based on, but not limited to, the following; age, education, disability, gender identity, partnership status, parental status, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

How to apply.

To apply for this role, send your CV and a cover letter to info@wheelytots.com using Fundraising Manager as the title. In your cover letter explain why you're applying and what you hope to learn from working with Wheely Tots.

As an alternative to a cover letter, you can tell us about your skills and experience via a video (up to three minutes).

We are accepting applications on a rolling basis until the deadline of 28 February 2021.

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