

Fundraising & Marketing Officer 15 hours a week (.4 FTE)

Salary - actual £9,712 (FTE £24,000)

Remote (WFH) but Hampshire based

Citizens Advice Hampshire is a consortium of independent Local Citizens Advice Charities in Hampshire, Portsmouth, the Isle of Wight and Southampton. We obtain grants and fund Local Citizens Advice (LCA) to provide services, run a training programme and carry out various activities and networking that can be better done at a county wide level.

The Role

Reporting to our CEO. This is a part-time post 15 hours per week. You will contribute to the running of our charity by raising our profile and increasing our income. You should be passionate about giving effective service to people in need, have excellent communication skills, and have the enthusiasm and drive to find new opportunities.

Key tasks include

- Raising non-restricted income through sourcing grants and writing bids
- Promoting the work of our charity and the consortium, generating additional income, and support volunteer recruitment from a range of backgrounds
- Assist the CEO and Trustees to meet our annual goals and identify and deliver new initiatives

The ideal candidate will have a good understanding of the Citizens Advice Service, but we would consider applicants who have experience in marketing and fundraising.

Terms of Appointment

Working hours will be 15 hours per week (.4FTE)

Our core hours are 9am – 4 pm. Some flexibility may be required to meet business requirements.

Holiday allocation is 33 days per annum inclusive of Bank Holidays (pro rata).

Applications

please contact admin1@citahants.org to receive the job description and equality and diversity documents.

If you are interested please apply immediately as we reserve the right to close this advert early.

Please submit your CV and a covering letter to Admin1@citahants.org

The closing date for CV is **Wednesday 19 June**

For more information about CitAH, please visit: <https://citahants.org/vacancies/>