**EduSpots UK – Fundraising Officer - Trusts, Bids & Campaigns**

Location: Home-based

Reporting to: The Chair of Trustees

Remuneration: Voluntary position

Time Commitment: Flexible.

 **About Us**

EduSpots is a small but rapidly growing education charity dedicated to supporting individuals in Ghana, and the UK, to be changemakers in the world. EduSpots primarily exists to enable community members – whether teachers, parents or students – to realise their ambitions for their community through education. We connect individuals and communities who are passionate about education, and driven to make a difference, in order to achieve our vision of ‘A world in which communities unite to create the future they want to see.’

Until 2019 we were known as ‘Reading Spots’, set up in 2016 to help communities in Ghana build and run local libraries and reading centres known as ‘Spots’. In 2018 we won the Times Educational Supplement’s (TES) ‘International Award’ for the best UK international education project.

By 2019, with a network of thriving ‘Spots’ across Ghana, it was becoming clear that these spaces were developing into wider education places and not just ‘reading’ spots. This combined with the development of our ‘Catalyst’ programmes and the birth of our online courses, it felt the right time for a change of name to EduSpots.

We are excited by our future.

In 2021 Edu Spots will be:

* Continuing to oversee and support the existing network of community-led ‘Spots’
* Rolling out a new and innovative ‘Catalyst’ training programme, giving our volunteers the skills, knowledge and experience they need to lead and influence positive, sustainable change in their communities through their ‘Spots’.
* Managing the amazing growth of our global online courses & Schools Partnership work, enabling more people around the world to effect positive change

**About this role**

As we move into an exciting new phase of development, the role of Fundraising Officer – UK, will be key to meeting our annual fundraising targets, enabling us to deliver our activities. We are looking for someone who has:

* Experience of developing and writing funding bids to trusts and foundations (ideally, but not essentially, in education/international development sector)
* Experience (or a desire to learn) of delivering effective online & direct fundraising campaigns
* Excellent written and verbal communication skills
* Attention to detail
* An adaptable and flexible approach
* An ability to work on own in a home-based role
* A high level of personal integrity and commitment to volunteering

**Main Duties and Responsibilities**

The key responsibilities of this role are to:

* Research and compile information on trusts and foundations that may support EduSpots work.
* Prepare information about the trusts and foundations including requirements for application and deadlines.
* Work with the Chair, to develop funding proposals and applications, including liaising with the Ghana delivery team as required in order to do this.
* Work with the Chair and wider team to compile reporting data that meets the requirements and deadlines of the funder.
* Work with the Chair and the wider team to develop and deliver fundraising campaigns - both online and direct, working closely with the School Partnerships team to roll these out across our schools network.
* Assist with the organising and delivery of fundraising events including annual dinner, and our forthcoming 5 year anniversary event in 2021.

**This is a flexible role which can be shaped around the interests and skills of the volunteer. So, if it sounds interesting but you’re not sure if you would be able to do all the elements, please do get in touch, we would love to hear from you. If you would like to discuss the role in more detail please do contact us at** **info@eduspots.org** **and will be in touch.**

**Or to apply please send your CV with a covering letter to Cat Davison, Chair, at** **info@eduspots.org**

*EduSpots is committed to the safeguarding of children & vulnerable adults. Appointment will be subject to child protection screening appropriate to the post.*

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