



# Fundraising and Communications Officer (Digital)

## Fundraising and Publicity Department

### Job Details

Ref: 0959

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### **BHT Sussex**

BHT Sussex is a charity and a registered housing association working in Brighton and Hove and East and West Sussex.

BHT Sussex's Mission is to combat homelessness, create opportunities, and promote change. We aim to achieve this Mission through a network of interlinked projects, tackling issues including homelessness, poverty, mental illness and addiction by providing direct, practical services combined with a commitment to challenge the causes of poverty and inequality, we hope to achieve a supportive structure which people can use in a variety of ways to improve the quality of their lives.

### **Department Details**

The Fundraising and Publicity Department supports BHT Sussex's services by securing funding, promoting the work of the organisation and ensuring that the BHT Sussex branding reflects the quality of our services.

The Team leads on delivering fundraising initiatives and appeals, producing engaging content for different platforms, donor stewardship and website development and management.

### **Job summary**

The role of the Fundraising and Communications Officer (Digital) is to deliver impactful communications through a range of digital platforms (both internally and externally) and to deliver engaging digital promotional and fundraising activities and appeals.

You will also be responsible for communicating with donors, supporters and partners via Teams, phone calls, emails and some in-person events, to develop and maintain long-lasting, positive relationships and secure donations.

### **This is a permanent contract**

### **Salary**

The salary is paid monthly in arrears and will commence at £28,151 per annum (pro-rata if part-time). 5.5% employer's pension, contribution is also paid. The level of this contribution is reviewed annually.

### **Hours of Work**

The hours of work for this post will be 30 - 37 hours per week which you can work flexibly across Monday to Friday. You will occasionally be expected to work evenings and weekends.

BHT Sussex does not pay overtime but will grant time off in lieu if agreed by the service manager.

### **Place of Work**

You have the option to work from home or from the office at 4 St Peters Place, Brighton or a combination of the two. If you choose to work from home you will be expected to attend some face to face meetings and events.

### **Annual Holidays**

The annual leave entitlement will be 185 hours (25 working days), rising 1 day for each year of service to a maximum of 222 hours (30 days) pro rata. In addition all public bank holidays are granted with two extra statutory days, to be taken over the Christmas period.

**Closing Date:** Midday - Monday 13 June 2022

**Interview Date:** 16 JUNE 2022

We regret that we are unable to reply to every job applicant. However, if you are called for interview, you will be notified within seven days of the closing date. Previous applicants need not apply.

An Enhanced DBS Check (Disclosure and Barring Service) is required on all successful applicants as a condition of employment for this post.

BHT operates an Equal Opportunities Policy