

# DIOCESE OF SALFORD

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| <b>Job Title:</b>   | Parish and Appeals Fundraiser  |                         |  |
| <b>Department:</b>  | Communications and Fundraising   |                         |  |
| <b>Reports to (job title):</b>  | Senior Fundraiser  |                         |  |
| <b>Key Relationships:</b>   | <ul style="list-style-type: none"> <li>• Communications and Fundraising Team, Property and Estates Team, Finance and parish-based staff and volunteers.</li> <li>• Parish priests</li> </ul> |                         |  |
| <b>Location:</b>  | Diocese of Salford Cathedral Centre, 3 Ford Street, Salford M3 6DP; some flexibility and remote working options may be available.  | <b>Travel Required:</b> | Some travel around the diocese will be required to visit parishes.   |
| <b>Level/Salary Range:</b>  | £ 30,131 - £ 33,406 per annum  | <b>Position Type:</b>   | Full time, Permanent   |
| <b>Hours of Work:</b>   | 35 hours per week (Monday - Friday)<br><br><b>Some reduced hours and flexible contracts such as term time working may be considered.</b>   | <b>Holidays</b>         | 25 days per annum<br>+ Statutory Bank Holidays,<br>+ 5 Closure Days during the Christmas & New Year period |
| <b>Overview &amp; job purpose</b>   |  |                         |  |
| <p>In response to emerging fundraising needs and the implementation of our extensive and exciting Property Strategy, we are seeking to appoint a Parish and Appeals Fundraiser with experience of individual giving fundraising to join our developing fundraising team.</p> <p>This new role will focus on implementing and expanding our parish fundraising programme to increase individual giving within our parishes: at the same time establishing a new CMS and building a culture of diocesan wide appeals – with a focus on increasing engagement and improving user journeys. You will also co-create and deliver a simple on-going legacy campaign.</p> <p>This is an exciting opportunity to be part of a new team, shaping our approach to fundraising from the ground-up. You will be flexible and focused with good people skills, comfortable working across multiple platforms and with a strong attention to detail. A committed team player you will work collaboratively as we develop new income streams and embed new fundraising systems.</p> <p>This is a role for someone who values a supportive working culture. You will be expected to represent and work in accordance with the ethos of the Diocese of Salford and to ensure the highest standards of financial management are maintained.</p> |  |                         |  |

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| <b>Job description:</b>  |                         |                         |
| <p>Main responsibilities:</p> <ul style="list-style-type: none"><li>• Work collaboratively with the Senior Fundraiser to refine and roll-out the parish fundraising programme.</li><li>• Work collaboratively with the Senior Fundraiser and Deputy Chief Operating Officer to devise and deliver a programme of annual diocesan appeals.</li><li>• Develop and deliver clear and engaging content for print, digital, website and social media elements of the appeal.</li><li>• Ensure donors and users have an accessible and seamless experience across all channels.</li><li>• Ensure projects are delivered within budget, checking and seeking advice where necessary.</li><li>• Implement and maintain a diocesan Customer Management System</li><li>• Prepare and share donation reports and feedback for each parish programme and diocesan appeal.</li><li>• Review and analyse reports to gain insights into donor behaviour and improve future fundraising activity.</li><li>• Develop and implement a simple legacy strategy</li><li>• Work collaboratively with the Senior Fundraiser and Trust Fundraiser to explore and develop other fundraising income streams.</li><li>• Research and keep abreast of industry activity and trends.</li><li>• Undertake any other reasonable tasks as required by the department/ diocese.</li></ul> <p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the line manager.</p> |                         |                         |
| <b>PERSON SPECIFICATION</b>  |                         |                         |
|  | <b><i>Essential</i></b> | <b><i>Desirable</i></b> |

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| <b>Qualifications and training:</b> | <ul style="list-style-type: none"> <li>• Educated to at least A Level Standard (or equivalent)</li> </ul> | <ul style="list-style-type: none"> <li>• A relevant fundraising qualification</li> <li>• Degree or equivalent qualification</li> <li>• Experience of National Lottery Heritage Fund applications</li> </ul> |
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| <b>Experience:</b> | <ul style="list-style-type: none"> <li>• At least two years'* experience in a not-for-profit environment.<br/><i>(Proven skills and competencies are essential; however, number of years' experience is a guideline)</i></li> <li>• Proven skills and competencies in delivering multichannel appeals and campaigns</li> <li>• Proven skills and competencies in delivering high quality supporter journeys.</li> <li>• Demonstrable knowledge of the sector and issues</li> <li>• Experience of working in groups</li> </ul> | <ul style="list-style-type: none"> <li>• Proven skills and competencies in Project Management</li> <li>• Experience of leading groups</li> </ul> |
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| <b>Knowledge, skills, and abilities:</b> | <ul style="list-style-type: none"> <li>• Excellent verbal, written and presentation skills with the ability to craft and deliver a compelling case for support</li> <li>• High levels of motivation with the confidence and ability to deliver programmes</li> <li>• Ability to identify opportunities which deliver more efficient and effective supporter journeys.</li> <li>• Proficient at inputting and data and using CMS</li> <li>• Experience of using data to gain insights into donor behaviour</li> <li>• Ability to analyse and evaluate activity in order to drive future income</li> <li>• Proficient IT skills, specifically Microsoft Office software</li> <li>• Excellent communication and presentation skills required to build relationships with potential funders</li> <li>• Demonstrate ability to plan and prioritise own workload with minimum supervision</li> <li>• Ability to plan ahead and work within agreed timeframes</li> <li>• Ability to demonstrate initiative and work well under pressure</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of setting up a database/ CRM.</li> <li>• Understanding of data protection</li> <li>• Experience of creating Legacy content</li> <li>• Experience of working in a values-based culture</li> </ul> |
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|                            | <ul style="list-style-type: none"> <li>• High level of accuracy and attention to detail in all areas of work</li> <li>• Proficient in use of spreadsheets, collating statistics and report writing</li> <li>• Ability to deal appropriately with sensitive and confidential information</li> <li>• Understanding of GDPR and data issues</li> </ul> |   |
| <b>Personal qualities:</b> | <ul style="list-style-type: none"> <li>• The ability to remain motivated and resilient and inspire high levels of motivation in others</li> <li>• Confident working in and leading groups</li> <li>• Good completer/finisher</li> <li>• Able to demonstrate and encourage a problem-solving approach to challenges</li> </ul>                       |   |
| <b>Other requirements:</b> | <ul style="list-style-type: none"> <li>• This post is subject to a check by the Disclosure and Barring Service</li> <li>• The postholder must be able to travel independently across the Diocese where required.</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of the institutions and structures of the Catholic church or other faith organisations.</li> </ul> |
|                            | <ul style="list-style-type: none"> <li>• All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups</li> <li>• Must be able to work within and promote the ethos and values of the Diocese of Salford</li> </ul>  |   |

*It is expected that the post-holder will be sympathetic to the aims and ideals of the ethos of the organisation however it is **not** a requirement for the post-holder to be a Catholic.*

**References and Reports**

- Two professional references will be required.
- This post is subject To a check by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

**Health and Safety:** *All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.*

**Confidentiality:** *During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.*

**Data Protection:** *Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.*

**Safeguarding:** *The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.*

*In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.*

**Environment:** *The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.*

**Probationary period:** *This position is subject to completion of an initial probationary period of six months.*

**Driving:** *A driving licence and access to a vehicle would be helpful but postholders will be required to ability to travel independently to various parts of the Diocese.*

*All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.*

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| Compiled By: | Head of Communication and Fundraising | Date: | December 2025 |
| Reviewed By: | Human Resources                       | Date: | January 2026  |

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| I accept and agree with the details contained in this job description: |  |       |  |
| Signed by Employee:  |  | Date: |  |
| Signed by Employer:  |  | Date: |  |

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| <p>I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <a href="http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy">http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy</a></p> <p>I commit to completing the mandatory e-Learning modules in relation to safeguarding within my first month of employment.</p> |  |         |  |
| Print Name:   |  | Date:   |  |
| Signature:  |  | Parish: |  |

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