



About Adur Voluntary Action (AVA)

Thank you for your interest in joining our team. Adur Voluntary Action (AVA) is a local infrastructure charity dedicated to supporting and strengthening communities in Adur. Our work includes supporting local groups, delivering community projects and helping people to take action in their local communities.

Supporting Local Groups

We provide the essential "behind-the-scenes" help that local charities and community groups need to thrive. This includes:

- Helping groups find and apply for funding.
- Assisting with recruiting volunteers through our Volunteer Centre.
- Providing guidance on policies, rules, and good governance to ensure groups run safely and effectively.

Supporting Our Community

As well as supporting local groups, we run our own inclusive activities designed to bring people together, help them express themselves and giving them opportunities to learn new skills. These projects include:

- **Digital Skills Sessions:** Helping residents get confident with technology.
- **Repair Café:** Encouraging sustainability by fixing items rather than throwing them away.
- **Craftivism:** Using creative crafts to help people have a voice and share their views on issues that matter to them.
- **Start Ups:** Helping people with a "spark" of an idea for helping their neighbourhood, turn that idea into a reality.

A hyper-local approach

We believe that support should be easy to access. We have offices in Lancing and Shoreham, and we hold regular drop-in sessions at local venues in Lancing and Fishersgate-connecting with people in the places they already gather.

JOB DESCRIPTION

JOB TITLE: Fundraising Officer

EMPLOYER: Adur Voluntary Action (AVA)

RESPONSIBLE TO: CEO

HOURS: 15

Location: The main office base in Lancing with travel within Adur, in particular Lancing, Sompting and Fishersgate

Pay Scale Pro-rata NJC 19 (£32,061 FTE). Actual £12,963

Contract 18 months initially with continuation subject to funding

Closing Date Sunday 8th February

Interview Date Mid-February, date tbc

Start Date ASAP

Purpose of the role:

The Fundraising Officer will provide support to grassroots organisations lacking in-house fundraising capacity, including assisting in identifying grants and supporting bid writing and budget construction. They will also support the development and implementation of the AVA financial strategy to become more sustainable, and a portion of their time will be spent assisting the CEO with in-house fundraising for the work we do.

Work with local groups

- Provide support in identifying grants
- Support in constructing bids and budgets
- Deliver workshops and group sessions to help groups with fundraising

Work for AVA

- Assist the CEO with AVA's fundraising strategy
- Help with income generation for AVA to ensure our continued working
- Researching and making applications to funders to support our work.

Other

To carry out other duties which further AVA aims:

- To represent AVA at meetings and events as necessary, including deputising for the CEO at meetings with statutory authorities and other stakeholders, or funders (if requested)
- To keep up to date with changes in legislation and national trends which affect the charity sector and ensure this information is disseminated to local groups
- To keep up to date with changes in funding programmes and identify new funding streams ensuring this information is disseminated to local groups
- To provide oral and written reports as required by AVA CEO and Trustees

Please note, it is hoped that this role will become self-sustaining so you will be expected to work with the CEO to find funds for the role to continue beyond the initial contract period.

The Person Specification continues on the next page.

Person Specification

	Essential	Desirable
Qualifications Educational/ Professional	Educated to NQF level 4	Qualifications in fundraising or organisational development
Experience (not all gathered at the same time)	<p>Proven experience of working in or with voluntary sector organisations.</p> <p>Proven experience of organising meetings and/or other events.</p> <p>Experience of successful fundraising ranging from small money grants to 5 figure awards.</p> <p>Experience of grant monitoring and reporting.</p> <p>Experience of networking with a range of statutory, voluntary and community organisations.</p>	<p>Experience of working in a community development role.</p> <p>Experience of successful Reaching Communities or other National Lottery applications.</p>
Skills, Abilities and Personal Attributes	<p>Able to communicate effectively and sensitively with people of different backgrounds.</p> <p>Ability to facilitate problem solving with individuals and groups.</p> <p>Possess a non-judgemental and non-directive approach.</p> <p>Proactive, organised and methodical, able to manage competing priorities.</p> <p>Able to produce oral and written reports on time and to a high standard.</p> <p>Able to work on own initiative and as part of a team.</p> <p>Good IT skills including Google Office Suite and Microsoft Office.</p>	Skills using Canva, social media platforms and scheduling tools, and also Mailchimp.
	Essential	Desirable
Knowledge	Knowledge of how the statutory and voluntary sectors are structured.	Good knowledge of the work undertaken by voluntary and community groups in the UK.

	<p>Understanding of the challenges faced both by local communities and also VCSE organisations locally.</p> <p>Local knowledge of the Adur area, in particular Lancing, Sompting and Fishersgate.</p> <p>Knowledge of processes around grant fundraising from project idea stage and researching need, through to delivery planning, budget construction and writing and then reporting on applications.</p> <p>Knowledge of other approaches to fundraising beyond grants and trust fundraising.</p>	<p>Understanding of how AI tools can be used in fundraising as well as potential issues around AI use.</p>
Other	<p>Understanding of and commitment to Equal Opportunities</p> <p>Able to undertake out of hours working for AVA activities and meetings</p>	

Please return completed applications by 11.59pm on Sunday 8th February 2026 to karen@adurva.org or post them to:

Karen Macleod
AVA Office
11 Station Parade
Lancing
West Sussex
BN15 8AA