



# Club Fundraising Officer

## Introduction

The Fundraising Officer provides a central point of contact for fundraising queries and takes the lead on developing opportunities for raising funds and accessing grants and funding.

## Who are we looking for?

- You will be enthusiastic with a good knowledge of and interest in the club's activities.
- You will be an excellent communicator with good verbal, written and IT skills.
- You will have good organisational and record-keeping skills.

## What does the club expect from you?

- To identify and target sources of funding for the club in association with the club's development plan.
- To establish and develop effective working relationships with key local funding providers.
- To promote and publicise any funding secured for the club through the club newsletters, team app, website, and notice board.
- Periodical in conjunction with the committee prepare funding bids.

## Level of commitment required

Ideally weekly attendance at the club sessions, this can be 1, 2 or 3 regular sessions. Once monthly attendance at committee meetings. We would expect you would have to spend some time outside of the club sessions preparing ideas and this would vary depending on the fundraising being undertaken.

## What support can you expect from the club and Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers.
- Direct contact with and support from committee members including club secretary and chairperson.
- We can tailor roles to suit individual skills and experience.

## What will you gain from the experience?

As well as an opportunity to take on a new challenge, it is an opportunity to gain practical experience and support the club and swimmers' development.