

JOIN OUR TEAM

Community Fundraising Coordinator

Recruitment Pack: July 2026



Family support is just
a small step away

Job Profile

Job Title:	Community Fundraising Coordinator	Salary:	£25,878 FTE £12,589 Pro Rata
Reporting to:	Partnerships & Fundraising Manager	Holiday:	32 days (inc. Bank Holidays) Pro Rata
Location:	Head Office: 8a The Square, Martlesham, IP5 3SL Hybrid working is available for this role.	Hours:	18 hours per week. Flexible working required, including evenings & weekends.
Key relationships: Partnerships & Fundraising Manager, Marketing & Communication Officer, Administration & Finance Officer.			

About Home-Start Suffolk

Home-Start Suffolk is an independent charity, providing critical support to families of all kinds that are struggling in silence behind closed doors. We help open those doors, enabling Suffolk children and families to find their self-belief and the confidence to take those first small steps back towards the future they deserve.

Home-Start Suffolk carefully match hundreds of children and families every year with over 250 exceptionally well-trained volunteers, giving valuable time and opening the door to real understanding. Home-Start Suffolk help families to navigate the support they need and get back to the future they deserve - **because everything begins with family.**

Our Vision

We believe that everything begins with family. And that Suffolk should be a place where families never have to struggle in silence behind closed doors.

Our Mission

Home-Start offers a unique service. We recruit and train volunteers, who are usually parents themselves, to visit families at home and offer them informal, friendly and confidential support. The families we help have at least one child under 12.

To help give children the best possible start in life, Home-Start supports parents as they grow in confidence, strengthen their relationship with their children and widen their links with the local community.

Our Values

We don't jump to conclusions

Every family is different. So we never judge or jump to conclusions. We open doors through understanding, giving the time you deserve to really listen, so you can be truly seen and heard.

We are Trusted Professionals

We are an exceptionally well-trained, expert team of professionals at the leading edge of family support. You can be confident that we'll work with intention and in partnership to give us all the best chance to succeed today and tomorrow.

We believe in family of every kind

Your family becomes part of our family. Which means we'll create a safe, open and compassionate space for you, we'll believe in you and we'll support you.

Why join Home-Start Suffolk

Everything begins with family, including our team. Join us and help open doors for families across Suffolk, making a lasting difference to children, families and communities.

- Help transform the lives of children and families across Suffolk.
- Be part of an organisation with a respected reputation and an exciting new brand proposition.
- Play a key role in shaping and growing community fundraising across the county.
- Access opportunities for learning and professional development.

Working in the Charity Sector

Working in the charity sector is incredibly rewarding, offering the opportunity to make a genuine difference to people's lives every day. It is also fast-paced, ambitious and challenging, requiring resilience, initiative and the ability to build meaningful relationships. As a charity, we work responsibly with limited resources and robust governance, so success comes from being resourceful, embracing opportunities, thinking creatively and making every pound and every relationship count. Above all, every decision we make is guided by our commitment to improving outcomes for children and families across Suffolk.



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Community Fundraising Officer

Role Profile

In this role, you will inspire and support individuals, schools, community groups, clubs and grassroots organisations to raise funds in aid of Home-Start Suffolk. We are looking for someone who is passionate about making a difference to children and families, enjoys meeting and connecting with people and is motivated by building relationships that create positive change and generate income.

This is a target-led role, with responsibility for developing new fundraising opportunities and contributing to agreed income targets. You will need to be proactive, comfortable identifying opportunities and confident in developing relationships that can lead to fundraising support.

You may already have experience in fundraising, sales, business development, community engagement, marketing or another relationship-based role. Previous experience of generating income is valuable, but we are also open to candidates who can demonstrate the right personality, values, motivation and potential to develop their fundraising and income-generation skills.

The successful candidate will combine a genuine passion for Home-Start Suffolk's vision and values, work with the confidence, initiative and determination to achieve measurable results.

Duties & Responsibilities – specific to this role

- Take personal responsibility for developing new fundraising opportunities and generating unrestricted income, working towards agreed quarterly and annual income targets.
- Develop and grow a measurable pipeline of community fundraising opportunities across Suffolk, proactively identifying, researching and converting new prospects into confirmed fundraising income.
- Achieve agreed income, activity and engagement targets, maintaining accurate records of prospects, opportunities, expected income and outcomes.
- Proactively identify, research and develop new relationships with schools, community groups, clubs, faith organisations, businesses and local partners to generate new fundraising opportunities.
- Build and maintain strong relationships with supporters and community partners, converting initial engagement into sustainable fundraising relationships and repeat income wherever possible.
- Prioritise activity with the greatest potential to generate new unrestricted income, using the limited time and resources available effectively to maximise the return on investment for Home-Start Suffolk.
- Represent Home-Start Suffolk as an ambassador, sharing our vision, values and the difference we make to local families.
- Provide fundraisers and supporters with ideas, resources and guidance to help them create successful and meaningful fundraising activities.

- Develop excellent supporter relationships through effective stewardship, encouraging ongoing engagement, repeat fundraising and advocacy.
- Regularly monitor and report on pipeline development, income performance and return on investment, identifying opportunities, risks and actions required to achieve agreed targets.

Duties & Responsibilities – general

- Champion Home-Start Suffolk's purpose, vision and values.
- Build positive, respectful and inclusive relationships with families, volunteers, supporters, colleagues and partners.
- Deliver high standards of work while contributing to a culture of continuous improvement, collaboration and accountability.
- Promote and protect the reputation of Home-Start Suffolk, representing the charity professionally at all times.
- Ensure all activities are delivered in line with organisational policies and procedures, including safeguarding, confidentiality, GDPR, health and safety, equality, diversity and inclusion.
- Understand and uphold Home-Start Suffolk's safeguarding responsibilities, remaining alert to concerns, following safeguarding procedures and promoting the safety and wellbeing of children, families, volunteers and supporters.

What will success look like

- A growing and measurable pipeline of community fundraising opportunities, with clear evidence of progression from initial prospect through to confirmed income.
- A clear contribution towards the first-year income target of £35,000 - £40,000, supported by the development of a strong pipeline of opportunities and relationships.
- Achievement of agreed quarterly and annual income targets, alongside agreed activity and engagement targets.
- Strong, lasting relationships with community partners, supporters, schools, groups and local organisations, resulting in repeat fundraising and increased supporter advocacy.
- Accurate records and reporting that enable effective stewardship, pipeline management and informed decision-making.
- Increased awareness and public knowledge of Home-Start Suffolk and our impact.

Experience, Knowledge and Skills	Essential	Desirable
Educated to GCSE level (or equivalent), including passes in English and Maths.	x	
A genuine passion for Home-Start Suffolk's vision and values and a strong desire to make a positive difference to children, families and local communities.	x	
Demonstrable experience of generating income through fundraising, sales, business development, partnerships or another target-driven role.	x	
Experience of identifying and developing new opportunities, prospects or relationships and converting these into income, support or engagement.	x	
Proven ability to build and maintain positive, productive relationships with a wide range of people.	x	
Knowledge of local communities, organisations and networks across Suffolk.	x	
Excellent communication and presentation skills, with the confidence to engage with individuals, community groups, businesses and organisations.	x	
Confident networking, influencing and building relationships with people from a wide range of backgrounds.	x	
Strong organisational skills, with the ability to manage multiple priorities, manage a pipeline of opportunities and work independently.	x	
Experience of using Microsoft Office and CRM or database systems to manage contacts and activity.	x	
A proactive, self-motivated approach, with the ability to identify opportunities, generate new leads and convert them into tangible results.	x	
A full UK driving licence and access to a vehicle, with the ability to travel across Suffolk.	x	
A commitment to safeguarding children, young people and vulnerable adults.	x	
Experience of delivering presentations to community groups, businesses or other audiences.		x
Experience of organising fundraising activities, events or campaigns.		x
Experience of supporter stewardship, customer account management or relationship management.		x
Experience of using social media and digital tools, including Canva.		x
Knowledge of GDPR and best practice in handling supporter data.		x

Home-Start Suffolk is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to a DBS check. The strength of Home-Start Suffolk is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities, and abilities. We value personality and experience equal to qualifications.

If you're excited by the opportunity to build relationships, inspire local communities and make a lasting difference to families across Suffolk, we'd love to hear from you. To discuss this role further please contact: headoffice@homestartinsuffolk.org | 01473 621104.

Closing date for applications: 12 noon Monday 7th September | Interview date: Tuesday 15th September



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