

Community Engagement & Fundraising Officer RECRUITMENT PACK





Welcome from Natalie Blagrove, Director of Services

At Home-Start Guildford, we believe that every family deserves support, friendship and understanding when times are tough. For almost 30 years, we have been helping parents and carers across our local community build confidence, overcome challenges and give their children the best possible start in life.

We are proud of the difference we make, but we know there is still more to do. Families today face growing pressures, from financial worries and isolation to mental health challenges and the demands of modern family life. That's why our work matters more than ever.

As a local charity, people are at the heart of everything we do, from the families we support to the staff and volunteers who make our work possible. We are committed to creating a friendly, inclusive and supportive workplace where everyone feels valued and able to make a real difference.

If you're passionate about helping families thrive and want to be part of a team that genuinely cares about its community and each other, we'd love to hear from you.

We hope you'll consider joining the Home-Start Guildford team.

Natalie Blagrove,
Director of Services



About Home-Start Guildford

At Home-Start Guildford, we know that family life can sometimes be overwhelming. When parents are facing difficult circumstances, having someone to listen, encourage and walk alongside them can make all the difference.

We are a local charity supporting families with young children across Guildford and surrounding communities. By providing compassionate, relationship-based support, we help parents build confidence, improve wellbeing and create a positive home environment where children can flourish.

Every year, our staff, volunteers and supporters work together to reach local families through Home Visiting Volunteer support, group activities and community projects. We believe that no parent should feel alone and that every family should have access to the support they need when challenges arise.

Our impact is only possible because of the generosity of our community. Through fundraising, volunteering and local partnerships, we are able to be there for families when they need us most and help build stronger families and communities across Guildford.

As we continue to grow our impact, community engagement and fundraising are more important than ever. This role will play a vital part in building relationships with supporters, businesses, and local communities, helping to ensure that more families can access the support they need.

Benefits of working here

At Home-Start Guildford, we value our team and are committed to creating a supportive, flexible and rewarding place to work.

Making a Difference

Help local families thrive while building relationships across Guildford and creating lasting positive change in your community.

Flexible Working

Supporting a healthy work-life balance wherever possible.

Annual Leave

24 days annual leave entitlement plus bank holidays (pro rata).
An additional three days leave between Christmas and New Year.

Family Friendly Policies

Company sick pay scheme following probation.
Family-friendly policies, including paternity, adoption and compassionate leave.

Pension Scheme

5% contributory pension scheme (after 3 months).

Training & Development

Individual Learning and Development Budget (after 3 months).
Opportunities to develop your skills and grow professionally.

Supportive Team

Join a friendly, collaborative team where your contribution matters.

Wellbeing Matters

A caring organisation that values and supports staff wellbeing.

Charity Hub Location

Work from our building at Astolat alongside other local charities, with free parking and access to shared meeting and kitchen facilities.

Job Description

Job Title: Community Engagement & Fundraising Officer

Location: Locations across Guildford borough, the office and home working

Hours: Part-time (15 hours per week)

Contract: 12-month Fixed term Contract

Salary: £11,351 p.a. (£28,000 FTE pro rata)

Line Manager: Business & Administration Manager

This is a newly created role and an exciting opportunity to help shape how Home-Start Guildford engages with supporters, businesses, schools and community groups across Guildford Borough. Working as part of a small, supportive team, you will play a key role in developing community fundraising, local partnerships and supporter engagement, helping to build the charity's long-term sustainability and impact.

The role is for 15 hours per week, ideally worked across 2–3 days, with a preference for one of the days to be on a Thursday. We are happy to discuss and agree working days with the successful candidate.

The position is initially offered on a 12-month fixed-term basis as part of our commitment to strengthening community engagement and developing sustainable income streams. We hope to build on the success of the role and explore opportunities for it to continue beyond the initial contract period, subject to funding availability and organisational need.

Job Purpose

This role is focused on growing income and raising awareness through community fundraising, local partnerships and supporter engagement. The postholder will develop relationships with businesses, schools, community groups and supporters, secure local grants, coordinate events and increase the charity's profile across the community and social media.

The role will support Home-Start Guildford's long-term sustainability by strengthening community partnerships and increasing opportunities for unrestricted income generation.

Key Responsibilities:

Community Fundraising & Partnerships

- Identify and develop local partnership, sponsorship and Charity of the Year opportunities
- Develop relationships with local businesses, schools, community groups, organisations and supporters
- Organise and deliver community fundraising activities and awareness raising campaigns
- Research and submit applications to local trusts, foundations and community funds
- Promote Home-Start Guildford's income generation initiatives, including Easyfundraising, Guildford Lottery, Angels and the 100 Club
- Increase awareness and visibility of Home-Start Guildford across Guildford Borough
- Represent Home-Start Guildford at community, networking and fundraising events as required

Supporter Engagement

- Steward donors, fundraisers, corporate partners and community supporters
- Build positive relationships that encourage ongoing support and engagement
- Help capture and share stories that demonstrate the impact of Home-Start Guildford's work

Communications & Digital Engagement

- Contribute engaging content for social media, including photographs, videos, reels and live event coverage where appropriate
- Contribute content for newsletters, supporter communications and promotional materials as appropriate
- Maintain and update relevant fundraising and community engagement content on the charity website
- Help raise the profile of Home-Start Guildford through digital and community engagement activities as required

Administration & Reporting

- Maintain accurate records of fundraising activity, supporter engagement, partnerships and income generation
- Monitor and report on activity, outcomes and opportunities
- Collect and maintain data relating to fundraising, supporter engagement, partnership development and community awareness activity to support reporting, evaluation and future funding applications
- Ensure donation records are accurately recorded and relevant Gift Aid information is captured and passed on in line with organisational procedures

General Responsibilities

- Work in accordance with Home-Start Guildford's policies and procedures, including safeguarding requirements, and promote the welfare of children, families and vulnerable adults
- Promote equality, diversity and inclusion in all aspects of the role
- Maintain confidentiality and comply with GDPR requirements
- Attend team meetings, supervision, training and relevant organisational events
- Work collaboratively with staff, volunteers, trustees and external partners
- Undertake occasional evening and weekend work as required
- Undertake any other duties commensurate with the role and level of responsibility

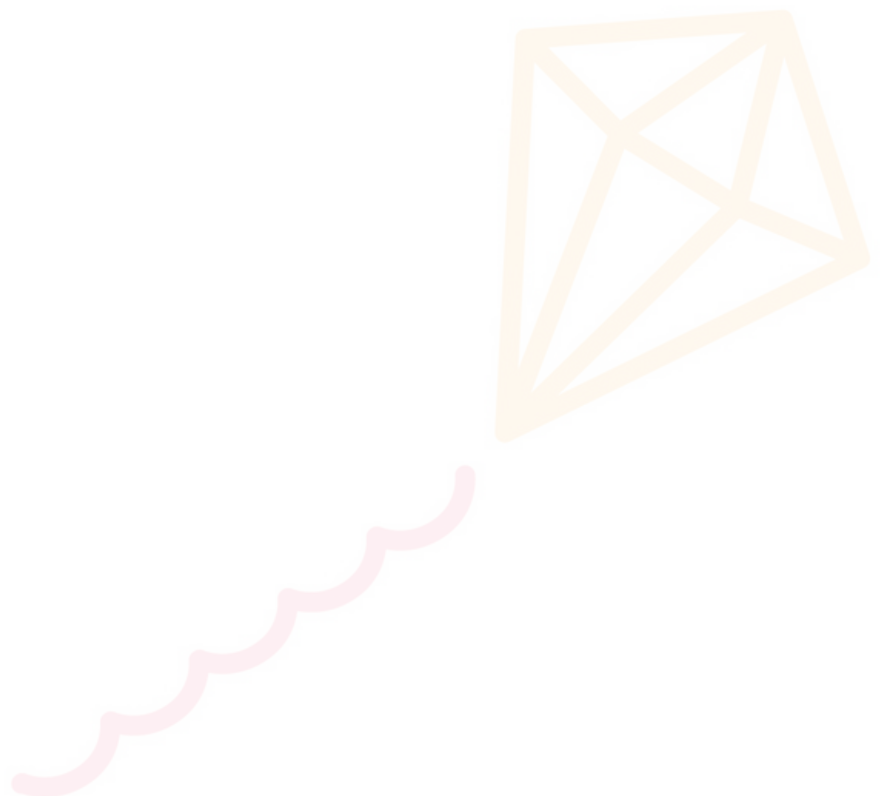
Person Specification

Essential

- Proven fundraising experience, ideally in a small charity
- Experience securing community fundraising income and local grants
- Strong relationship building and stewardship skills
- Experience organising events
- Excellent written and verbal communication skills
- Strong digital communication and social media skills
- Enthusiastic, proactive and self-motivated
- Full UK driving licence and access to a vehicle

Desirable

- Knowledge of the local community
- Experience securing Charity of the Year partnerships
- Experience using CRM and digital marketing tools



Next Steps

To Apply:

If you are interested in joining the Home-Start Guildford team, please read the job description and person specification, and submit a completed application form, outlining your suitability for the role. Please also complete and submit an equalities monitoring form. An application pack is available to download from our website.

Applications should be submitted to **office@hsguildford.org.uk**.

Home-Start Guildford welcomes applications from all sections of the community. If you require any reasonable adjustments during the recruitment process, please contact us and we will be happy to discuss your needs.

Schedule and Interview Process	
Closing Date	Midday, Wednesday 26th August 2025
Shortlisting	Candidates notified by end of day, Friday 28th August 2026
Interviews	Wednesday 2nd September 2026

We welcome applications from candidates with experience in fundraising, community engagement, partnerships, supporter engagement, business development, events, marketing or communications. If you are passionate about building relationships and helping a local charity thrive, we'd love to hear from you.

Home-Start Guildford is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.

Contact Information:

For an informal discussion about the role, please call Natalie on 01483 511181. We are happy to answer any questions and provide further details about this exciting opportunity.

Home-Start Guildford is committed to safer recruitment and equality of opportunity and diversity. This role is subject to DBS checks.