**Fundraising and Communications Assistant**

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| **Hours:** | 25 hours per week |
| **Location:** | Haverhill |
| **Closing date:** | Monday 30th June 2025 @ 9am |
| **Salary:** | £16,822 per annum (FTE £25,224) |
| **Interview date:** | Wednesday 16th July 2025 |
| **Interview location** | Hollands Road, Haverhill |
| **Annual Leave** | 25 days pro rata plus Bank Holidays &  working days Christmas to New Year |

**About the role:**

The post holder will be working within the Fundraising and Communications team, supporting with writing reports and newsletters, as well as helping with website updates and the organising of events.

The ideal candidate will be keen to understand the strategic overview of REACH’s fundraising needs and contribute to the charity’s fundraising communications. We are looking for somebody who has experience or enthusiasm to support where needed, adapting as necessary to a changing and varied landscape.

Working under the guidance of our Head of Fundraising, you will be an excellent communicator, able to adapt your writing to bring the voice of REACH to different audiences, such as trusts and foundations, schools, and the communities we support.

**About you:**

We are looking for someone who is organised, enthusiastic and keen to support. This will require a proactive and can-do attitude, with the ability to think independently and be flexible. A keen eye for detail is a must, as is understanding the importance of working to deadlines.

A proactive and independent thinker, you will be able to prioritise your workload while remaining flexible to adapt to what is needed.

Your written and communication skills will be strong, and you will be able to describe the impact of REACH’s work both passionately and factually. You should be interested in communicating a range of statistics and stories that paint a picture succinctly for a variety of forms and audiences. The ideal candidate will be curious to develop digital media skills to meet the needs of a digital landscape.

You will need to be able to engage with the wider REACH team to collect client stories and be comfortable speaking confidently on REACH’s behalf with a range of people when needed.

Please contact Katie Chappell via e-mail initially (Katie. Chappell@reachhaverhill.org.uk) for an informal discussion about this role.

**About us:**

*Our Values: Compassionate – Inclusive – Relational – Honest – Proactive*

REACH is a Haverhill-based charity, and we’re determined and passionate about working towards thriving communities where people are resilient and flourishing. Our mission is to relieve and prevent financial hardship whilst tackling the causes and advocating for change.

We have 4 main areas of work:

**Prevention** - Proactively preventing future financial hardship through education and connecting people to tailored support systems.

**Policy** - Advocating for change through influencing and local campaigning and collectively developing policy to tackle issues facing our local community.

**Long-term Support** - Alleviating financial hardship through income maximisation and debt advice.

**Emergency Aid** - Providing immediate short-term support to financial crisis.

We love diversity and we value your unique skills, strengths, knowledge, and experience. Becoming one of our team may realise your potential, helping us to raise our performance in empowering those we serve.

Further information about REACH Community Projects can be found on our website: <https://www.reachhaverhill.org.uk/>

**To Apply:**

Please complete the attached application form.

Please send completed application forms to [netta.record@reachhaverhill.org.uk](mailto:katie.chappell@reachhaverhill.org.uk) or Netta Record, Reach Community Projects, Rm1, Wisdom Facilities Centre, 42 Hollands Road, Haverhill, Suffolk CB9 8SA.