



# **Fundraising and Communications Officer**

## **Recruitment Pack**

### **Sept 2025**

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Dear Applicant

Thank you for expressing an interest in the post of Fundraising and Communications Officer. This is a new role with our organisation and an exciting opportunity for someone with fundraising and communications experience who has a passion for championing marginalised voices. The role will involve working closely with the Senior Management team to improve income generation, enabling long term growth and resilience of the organisation and to ensure external audiences understand, connect and are inspired by our activities.

### **About Bristol Refugee Festival**

Bristol Refugee Festival (BRF) is a small Community interest Company (CIC) with a big [impact](#). Established in 2017 in response to a growing programme of events around refugee week and to show Bristol as a welcoming and inclusive city, ready to embrace and celebrate its new arrivals.

Our community outreach programme has developed rapidly since its conception in 2020 and has seen a year on year increase in the numbers of communities and individuals involved in our activities throughout the year. We are experienced at celebrating diversity, connecting people and creating meaningful opportunities for refugees and asylum seekers to contribute to their communities.

We are a small, but skilled and committed part-time team supported by:

- Board of Directors
- Lived experience Ambassadors
- Volunteers
- Freelancers
- Partners

We endeavour to place refugees and asylum seekers at the heart of our operations and are a member of BRASP, a partnership of 15 organisations supporting refugees and asylum seekers in Bristol to enjoy healthy and fulfilling lives in Bristol, have a voice and their needs are met by an effective, unified and sustainable sector.

### **BRF Vision**

- Refugees and asylum seekers feel welcome, valued and confident to celebrate and share their culture, skills and knowledge in their local community and beyond.

### **BRF Mission**



- Bristol Refugee Festival supports and facilitates newly arrived and settled communities to come together in celebration of inclusion and diversity through a year-round programme of events, with an annual cross art-form Festival at its core.

### **BRF Values**

- ***Celebration*** Celebrating and embracing our differences whilst recognising our similarities.
- ***Inclusion*** Valuing all voices and the sharing of culture, skills and knowledge.
- ***Collaboration*** Building strong relationships with individuals & organisations whilst working towards a shared goal.
- ***Integrity*** Ensuring the community we serve is always at the heart of all our work.
- ***Respect*** Believing we are all equal and deserve to be treated with dignity and respect.

### **Organisation Aims**

- To celebrate and value the contribution of refugees and asylum seekers enabling them to engage with and be more active members of their community.
- To bring settled local residents and newly arrived refugees and asylum seekers together to build strong relationships in and across communities.
- To improve the health and well-being of refugees and asylum seekers and reduce social isolation.

### **Strategic aims (24-27)**

- Bristol Refugee Festival will become a more effective, resilient and sustainable organisation.
- Refugees and asylum seekers will have voice and influence and decision-making over the activities provided by Bristol Refugee Festival.
- Bristol Refugee Festival will deliver a clear, relevant, high-quality programme of activity across Bristol and the neighbouring areas.



## **Fundraising and Communications Officer Job Description**

**Position Title: Fundraising & Communications Officer**

**Reports to: CEO**

**Based at: Office in St Pauls, Bristol. Can offer some hybrid working**

**Hours: 14 hours per week**

**Salary: £30,000 FTE ( 12,000)\***

**Annual leave: 30 days pro rata (12 days)**

**Benefits: Workplace pension, flexible working hours**

**Proposed Start Date: As soon as possible**

\*Will be expected to raise funds to continue and expand the role.

### **Role Summary**

The Fundraising & Communications Officer will be responsible for the organisation's income generation and external communications, ensuring long-term growth and resilience.

The ideal candidate will be a motivated and organised individual with a proven track record of securing both unrestricted and restricted funds. They will also have excellent research, communication, and relationship-building skills and a passion for promoting social change and amplifying marginalised voices.

The role requires a flexible schedule, with a general expectation of 8-10 hours per week dedicated to fundraising and 4-6 hours per week dedicated to communications, however this will vary depending on need and organisation plans.

### **Key Tasks**

#### **Fundraising**

- Raise funds in line with the organisation income generation target.
- Collaborate with the CEO on fundraising strategy development and action plans.
- Research and manage a robust pipeline of funding opportunities suitable for a CIC and our line of work.
- Develop and submit trust and foundation applications (short and long-term) and letters of enquiry to smaller trusts.



- Develop and deliver campaigns to encourage more supporters and donors.
- Oversee relationships with funders, donors and supporters ensuring regular and timely communications.
- Work closely with the CEO to draft project updates and end-of-grant reports.
- Work with colleagues to achieve fundraising targets and enable project delivery and strategic goals.
- Collaborate with the CEO to gather, analyse, and present data on budget performance and key performance indicators.
- Prepare quarterly fundraising reports for the Board.
- Maintain accurate records and manage and utilise a fundraising database for regular reporting.

### **Communications and Media**

- Leading on creating engaging external communications, including social media content across platforms, newsletters, email etc.
- Create and manage website content, ensuring brand consistency.
- Build media relationships, produce press releases and respond to media enquiries.
- Proactively seek out innovative communication strategies to expand supporter base and engagement.
- Assist with the creation of the annual impact report.
- Produce compelling marketing and promotional materials.
- Represent BRF at community events to raise awareness and build relationships.
- Design and implement creative fundraising campaigns.
- Oversee supervision, and support of volunteers & interns for fundraising and digital engagement.

### **General**

- Attend monthly team meetings.
- Adhere to organisational policies, procedures, and values.
- Complete any other tasks you are asked to perform that link with your role.



## **Fundraiser and Communications Officer Person Specification**

### **Core attributes**

- Proactive, flexible and resilient approach.
- Confident and effective communicator with the ability to build relationships across a diverse range of stakeholders, funders etc.
- Good problem-solver able to generate own ideas and solutions.
- Ability to work on own initiative, but also play an active part in a team.
- High work standards and attention to detail.

### **Essential skills and experience**

#### **Fundraising**

- Min 2 years experience in successful bid-writing to trusts and foundations, securing both short-term and multi-year grant funding including unrestricted funding.
- Experience of developing and running fundraising campaigns.
- Strong written and verbal communication skills and the ability to articulate the scope of our work creatively and persuasively.
- Strong financial skills including budget development.
- Strong research, analytical and report writing skills.

#### **Communications**

- Proven experience in promoting organisations that advocate for social change
- Experience producing compelling and thought-provoking content that inspires and motivates
- Experience managing social media channels, websites and growing audience participation.

#### **Desirable Criteria**

- Fundraising experience in the UK for grassroots arts and culture organisations.
- Institute of Fundraising qualification or equivalent.
- Lived experience of UK immigration and/or asylum process or good understanding of the needs and hopes of refugees and asylum seekers.

### **Key dates & how to apply**



**Application deadline: Friday 10th October (midday).**

Please note late applications will not be considered.

**Interview dates: w/c 13th October 2025**

### **How to apply**

**Download the application form [here](#). ( Please note CV's will not be accepted).**

### **Completing the form:**

Complete all parts of the form attached to tell us how you are suitable for the role and how your skills and experience fit the criteria we are looking for.

*We also ask that you complete the equal opportunities monitoring form at the end of the application form as this gives us valuable information about who is applying for our roles helping us ensure we are being fair and inclusive.*

### **Guidance:**

Before completing the form please carefully read the **Guidance** at the end of the form. If you have questions about completing the form or need any support or help with the forms you can contact [julesolsen@bristolrefugeefestival.org](mailto:julesolsen@bristolrefugeefestival.org).

### **Submitting the form:**

Once you have completed the form please send it to [info@bristolrefugeefestival.org](mailto:info@bristolrefugeefestival.org) by the date specified in the advert and your email will be acknowledged. We will not accept late applications. We are also unable to accept CVs as applications. Please submit forms in an **editable format** – ie. not PDF – as this makes it easier to anonymise the application for the selection panel.)

### **What will happen next:**

After the closing date has passed, our recruitment panel will take some time to review the applications and will make a shortlist of the candidates they would like to invite for an interview. The interview will be a chance for us to get to know you and we will ask you questions that will help us to understand how your skills and knowledge make you the right person to fill the role.

We are proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.