

Fundraiser and Communications Officer

- Company:** Living On Bereavement Service (registered Charity)
- Location:** Hybrid- working from home and Office in Chelsfield Village
- Reports to :** The Board of Trustees
- Hours:** 16 hours per week
- Pay:** £36,500 – £40,000 FTE (dependent on experience) per annum (gross) pro-rated 0.4FTE

Introduction

Living On is a small and growing charity which was founded in 2016 providing support for children and young people who are bereaved, living mainly in the postcode areas BR5 and BR6 in the London Borough of Bromley. We offer bespoke support, tailoring our services to meet the needs of the child and their family. Our services include:

- Group work – bringing bereaved children/young people and their families together to work therapeutically
- One to one therapeutic work
- Social Events – where children, young people and their families have the chance to get together and have fun thereby reducing the isolation that is often when bereaved.
- Support to local schools and professionals working with bereaved children

Support from Living On is provided by Family Support Workers or specially trained volunteers and our therapeutic groups are run in conjunction with freelance dramatherapists and counsellors.

Living On has recently been successful in gaining funding from the National Lottery Community Fund to employ a Fundraiser and communications officer to ensure the ongoing sustainability and development of the service. This role offers the chance to make a direct difference to bereaved children and families and gives the opportunity to build a role with visible impact in a growing charity. We offer flexible/hybrid working.

Role Description

This role covers both fundraising, and coordinating Living On's external communications about our work, through a variety of media, including social media, website and printed materials. The post-holder will lead on both, including identifying and applying for suitable grants and will liaise regularly and closely with the CEO and board of Trustees to ensure a coordinated approach to our fundraising and communications.

The National Lottery have provided funding specifically for this role across a 5 year period. It is hoped that by the end of year 4 this role will be fully funded by the fundraising achievements of the post holder.

Main tasks

Fundraising:

- Create, Lead on and deliver Living On's fundraising strategy, including grant identification, applications, monitoring, and reporting;
- Manage fundraising platforms, materials, donor stewardship, and compliance with funding requirements and reserves policy (in liaison with the Treasurer); and Trustees
- Act as the main point of contact and representative for fundraising events and enquiries.

Communications & Engagement

- Develop and implement a cohesive communications strategy across newsletters, social media, website, and supporter communications;
- Oversee content quality through templates, style guides, and coordination of key outputs, including co-creating with CEO an annual Impact Report and website updates;
- Manage data, statistics, and feedback to monitor impact, inform decision-making, and shape external communications and campaigning;
- Build and maintain relationships with local and national partners, and maintain a central register of supporters and organisations

Team Management & Reporting

- **Line manager:** CEO
- **Strategic accountability:** Board of Trustees. Report to Trustees quarterly with a written summary of progress, plans and challenges.
- **Works closely with:** Clinical team, Treasurer, volunteers. Attend regular team meetings with the Clinical team and the CEO
- Recruit, train, and support fundraising and communications volunteers, and organise volunteer appreciation and community events

Skills, Attitudes and Experience

Essential:

- excellent verbal and written English, with experience of tailoring messages to different audiences and purposes;
- able to work independently as well as part of a team, demonstrating a positive and collaborative attitude;
- self-starter: happy to use initiative and make suggestions to drive projects forward;
- proficient in IT, including Office 365, and able to explore and learn new packages for communication / marketing platforms as appropriate;
- able to work under pressure and to short and sometimes shifting deadlines;

- commitment to Living On's vision, mission and values, and the longer-term value to the community of supporting bereaved children and their families

Desirable:

- experience of fundraising and writing grant applications;
- experience of using Canva or other creative packages;
- Experience of content creation for social media platforms
- experience of volunteering or working in the charity sector;

Working hours and location

The role is for 16 hours per week, and can be worked flexibly, by mutual agreement.

The role is hybrid and can be worked from home or in our office based in Chelsfield village. There will be some travel within the Bromley borough expected from time to time for Networking opportunities and events (internal and external).

Salary and contract

This role is supported by multi-year National Lottery funding, providing a strong platform to grow income and communications capacity over the next five years. The post is fixed-term for 5 years, with continuation dependent on ongoing funding, and will be reviewed annually.

The role includes the charity's standard employment benefits, including pension contributions, annual leave entitlement, and access to all organisational policies and support structures.

There is a 3-month probationary period for this role. The successful candidate will be required to complete reference checks, an ID check, and a basic DBS check before starting. Applicants must also be eligible to work in the UK.

Application

Application for this role is by CV and covering letter, explaining why you are interested in the role, to: heather@livingon.org.uk.

The closing date for applications is **Friday 19 June 2026**. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

If you have any questions on the roles, please contact Heather Williams on the email above.

Person Specification

	Essential	Desirable
Qualifications/ requirements	<p>Evidence of training or experience in at least one of the following:</p> <ul style="list-style-type: none"> • Fundraising (community fundraising, events, individual giving, or grant writing) • Communications, marketing, or public relations • Digital content creation or social media management • Basic DBS clearance 	<p>Training in digital marketing, social media, or content creation (e.g., Google Digital Garage, Meta Blueprint, Canva training).</p> <p>To hold a UK Driving Licence</p>
Experience	<p>Proven experience in fundraising, ideally within the charity or voluntary sector.</p> <p>Demonstrated ability to write compelling funding applications, donor communications, and impact stories.</p> <p>Experience organising or supporting fundraising events or community campaigns.</p> <p>Experience managing social media channels, newsletters, and website content</p> <p>Knowledge of how to communicate impact in a clear, engaging, and accessible way.</p> <p>Experience organising community or fundraising events, handling all aspects such as planning, promotion, delivery, and impact reporting.</p>	<p>Experience working in a small charity or community organisation</p> <p>Experience developing or supporting corporate partnerships or community fundraising groups.</p>
Knowledge	<p>Understanding of the charity sector, including fundraising principles and ethical standards</p> <p>Awareness of local community needs and the role of small charities in addressing them</p>	<p>Knowledge of grant-making bodies, trusts, and foundations relevant to the charity's work.</p>

<p>Skills and abilities</p>	<p>Strong communication skills (written and verbal), with the ability to adapt tone for different audiences.</p> <p>Competence in using digital tools such as email marketing platforms, social media schedulers, and basic design tools (e.g., Canva).</p> <p>Experience organising community or fundraising events, handling all aspects such as planning, promotion, delivery, and impact reporting.</p>	<p>Basic photography, video editing, or graphic design skills.</p> <p>Understanding of branding, messaging, and audience engagement strategies</p>
<p>Personal Attributes</p>	<p>Ability to build and maintain positive relationships with donors, supporters, community groups, and partners</p> <p>Self-motivated, proactive, and able to work independently with minimal supervision</p> <p>Creative thinker with the ability to generate new fundraising ideas and communication approaches.</p> <p>Strong organisational skills with the ability to prioritise, meet deadlines, and manage multiple tasks.</p> <p>A collaborative team player who is comfortable working with staff, volunteers, and trustees.</p> <p>Commitment to the charity’s values, mission, and safeguarding responsibilities</p>	
<p>Other</p>	<p>Willingness to work flexibly, including occasional evenings or weekends (I)</p> <p>Ability to travel effectively across the London Borough of Bromley as required (I)</p> <p>The right to work in the UK (I)</p>	