



St Andrew's Community Network

Recruitment Pack

Fundraising Officer



standrewslive.org.uk/vacancies

Charity Number

1105307

Company Number

04918017

Registered Office

16 Larkhill Lane, Clubmoor, Liverpool, England, L13 9BR

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Welcome from the Acting Chair

Thank you for your interest in the role of Fundraising Officer at St Andrew's Community Network (The Network).

I am proud that St Andrew's Community Network exists to support individuals and families facing poverty and hardship across Clubmoor and surrounding communities in North Liverpool. Through practical support, trusted relationships and collaborative partnerships, the charity works tirelessly help people move from crisis towards stability, dignity and hope.

This role is vital to sustaining and growing that impact. As Fundraising Officer, you will play a key part in securing the resources that enable high-quality, life-changing services to continue and develop. You will be joining an organisation with a clear sense of purpose, a strong track record of delivery, and an ambition to go further in addressing the root causes of poverty.

This is an exciting opportunity to contribute to a respected, values-driven organisation with deep local roots and meaningful partnerships. We are looking for someone who shares our commitment to dignity, excellence, and lasting social impact



Beryl Bellew
Acting Chair of Trustees

A note from the CEO

Thank you for your interest in joining St Andrew's Community Network as our Fundraising Officer.

This role represents a significant opportunity. Fundraising at St Andrew's is not an adjunct to the work, it is central to how we sustain and grow impact. You will have the space to take ownership, shape strategy, and bring creativity to how we engage funders, partners, and supporters. From trust and foundation income to developing relationships with high-profile partners such as Liverpool FC Foundation, this is a role with both breadth and depth.

You will be joining a team that is ambitious about what good looks like - committed to delivering high-quality services while also asking bigger questions about how poverty is addressed at a systems level. That creates a unique environment for a fundraiser: one where strong storytelling, credibility, and strategic thinking genuinely matter.

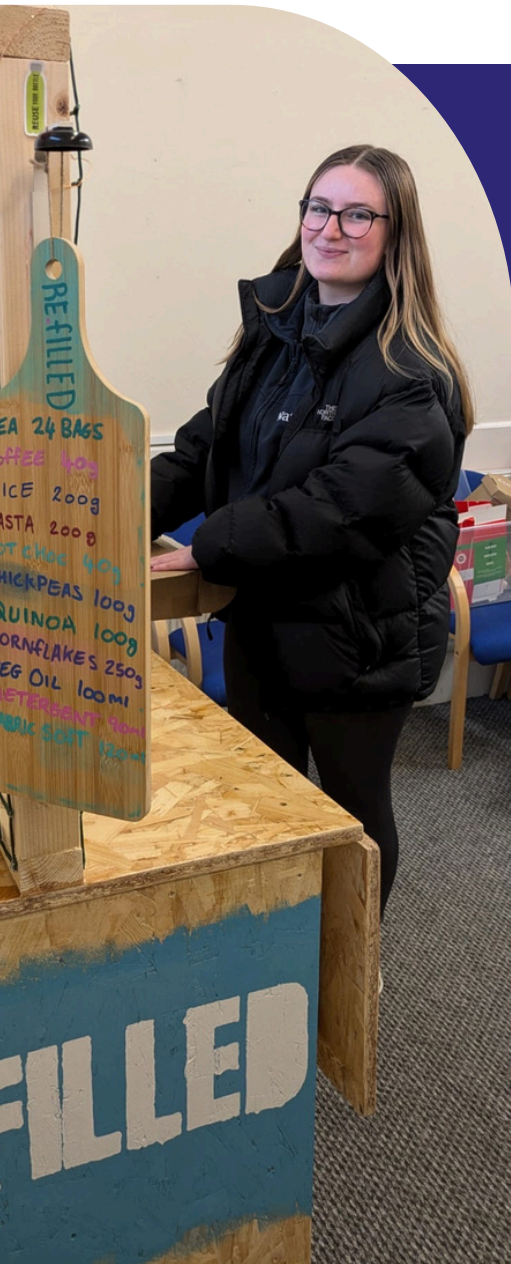
Working here is both demanding and deeply rewarding. It requires clarity of purpose, attention to detail, and a commitment to doing things well—but it offers the opportunity to contribute to work that is meaningful, tangible, and increasingly influential.

For the right person, this is more than a fundraising role. It is a chance to help shape and resource work that is changing lives and challenging the way support is designed and delivered.

Rich Jones

Chief Executive





About The Network

We work in a context where our neighbourhoods, city, and wider region face financial strain, marked by entrenched poverty, an unstable labour market, complex welfare systems that are hard to navigate, and a prolonged era of organisational constraint and austerity.

In our development as a charity, since 2003, we have learned to shape a distinctive model of care that sets our provision apart within the region. We ensure that every person we encounter is able to access both immediate and longer-term opportunities that support stability, recovery, and progression.



Build Financial Resilience



Build Food Security



Belong To A Sustainable & Caring Community

By remaining focused on these three shared priorities, we provide more than relief from debt, more than access to food, and more than help navigating rising living costs. We are intentionally creating networks and communities in which the structural challenges of poverty and deprivation can be confronted, reduced, and ultimately overcome together locally.

Our community partners continue to build trust and nurture hope, especially where effective signposting has enabled people to connect with other organisations that can support them at each stage of journey.



About The Network

Continued...

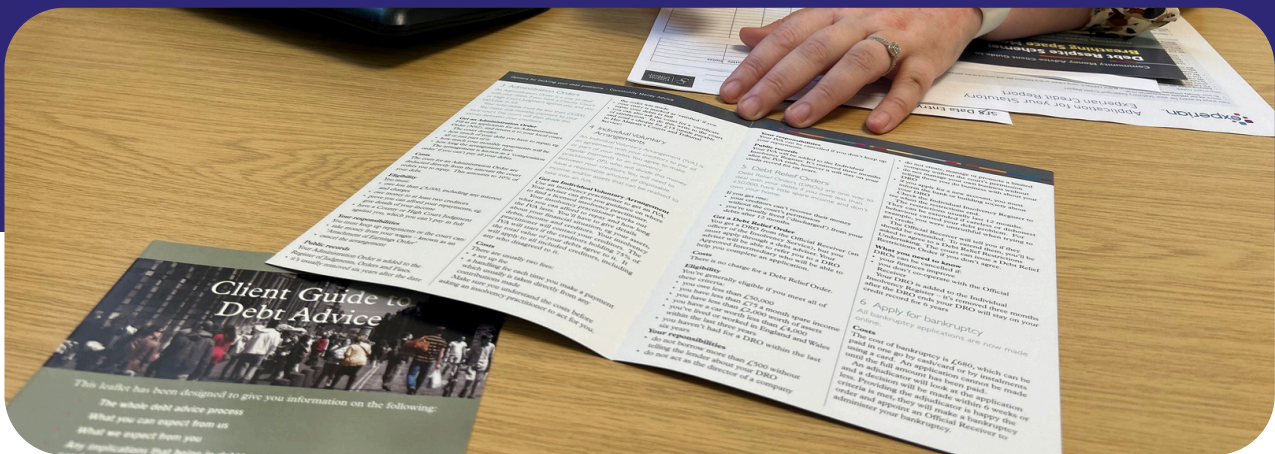
Despite a clear and demonstrable record of impact, we remain committed to our vision of delivering high-quality, effective services that strengthen individuals and communities. This includes continually improving our debt and welfare benefits advice, ensuring support is professional, accessible and responsive, and maintaining strong local connections where people can access the right help at the right time.

Our remarkable team of volunteers make a significant contribution to almost every aspect of our work. Numbering almost **300**, these committed individuals serve their communities in many different ways - from providing debt advice, running foodbank, maintaining high standards within our warehouse, to driving, loading, and supporting conversations with creditors. We simply could not operate without their dedication.

The value of volunteer support extends far beyond any financial measure. Volunteers regularly listen to deeply challenging stories, offer compassion to those in crisis, and provide reassurance and dignity. Without them, both our organisation and the communities we serve would be profoundly diminished.

Our Mission & Vision

We have been supporting people in North Liverpool and surrounding areas for over 20 years. The Network is led by people who are passionate about locally rooted change.



We are driven by our principles to support the most vulnerable, to serve local communities and to bring life in all its fullness, supporting people of all faiths, and none.

Our Mission

To resource churches and community groups to design out poverty in the areas they serve.

Our Vision

To see our communities, cities and region set free from the life-changing consequences of poverty.

Our Values

Underpinning everything that we are involved in as a charity are our three, simple values:

Justice

We believe everyone deserves fair and dignified access to support when they need it most, and we advocate on behalf of each individual as well as for systemic change to challenge the structures that drive inequality and hardship.

Unity

We work hand in hand with our communities, building strength through shared purpose and standing together to demand better for those impacted by poverty.

Compassion

We listen first and respond with care, walking alongside individuals - regardless of need - with empathy, respect and understanding.



Strategic Context

The environment in which St Andrew's Community Network operates continues to evolve.

Across Liverpool and the wider UK, communities are experiencing significant pressures linked to:

- the cost-of-living crisis
- increasing levels of household debt
- welfare system changes
- pressures on statutory support services

As a result, demand for high-quality advice and support services continues to grow.

At the same time, the charity sector faces increasing expectations around:

- governance and accountability
- financial sustainability
- regulatory compliance
- partnership working and commissioning

St Andrew's Community Network is committed to responding to these challenges with professionalism, integrity and strategic clarity.

The Fundraising Coordinator will play a central role in ensuring the organisation continues to deliver effective services while strengthening its operational and financial resilience.



Why Join The Network

Roles like this in charities often promise the opportunity to “make a difference.” At St Andrew's Community Network, that difference is tangible, relational and deeply rooted in community.

For over two decades the organisation has worked alongside people facing significant hardship across North Liverpool, helping individuals and families move from crisis toward stability and hope. The charity's work is grounded not simply in service delivery, but in long-term relationships, trust and local engagement.

The organisation combines several qualities that make this a distinctive leadership opportunity.



Deep Community Roots

St Andrew's Community Network was born out of a local church and remains closely connected to the community it serves. Many staff, volunteers and trustees live locally and have longstanding relationships across the area.

This creates a culture where the charity is not simply working in the community, but part of the community itself



Trusted and Respected Services

Over time the Network has developed services that are trusted by both residents and partners. Its work in debt advice, welfare benefits and financial inclusion supports individuals facing some of the most complex financial challenges.

The organisation is recognised for the quality of its work and its commitment to delivering services that are professional, compassionate and rooted in dignity.



A Collaborative Ecosystem

The charity operates within a strong network of partnerships across Liverpool, including advice organisations, local authority partners, churches and community groups.

This collaborative approach allows the organisation to respond holistically to the needs of individuals and families and to contribute to wider conversations about tackling poverty in the city.

The Role

Salary: £25,000–£32,000

Hours: 37.5 hours per week (open to discuss part time arrangements)

Contract: Permanent

Main Stakeholders:

- Internal Staff and Volunteers
- Trustees
- Funding Partners and Commissioners

About the Role

This is a delivery-focused role with clear accountability for income generation and funder engagement.

The emphasis is on:

- Income generation performance
- Grant and funder management
- Relationship development and stewardship
- Organisational sustainability

The role requires disciplined execution combined with creativity - ensuring that income generation activity is both effective and aligned with the organisation's values and impact.

Organisational Context

St Andrew's Community Network delivers services addressing financial hardship and poverty, including:

- Debt advice
- Welfare benefits support
- Income maximisation
- Financial inclusion activity
- The development of North Liverpool Foodbank



Key Responsibilities

1. Income Generation and Fundraising Delivery

- Lead the development and delivery of income generation activity across trusts, foundations, and other funding streams.
- Identify, research, and prioritise funding opportunities aligned with organisational priorities.
- Write high-quality grant applications, drawing on data, outcomes, and case studies.
- Work with colleagues to shape proposals that are realistic, fundable, and impactful.
- Contribute to the development and periodic review of an income generation strategy, including targets and KPIs.

2. Grant Management and Compliance

- Ensure robust management of grant-funded activity, including monitoring, reporting, and claims processes.
- Maintain accurate records of applications, awards, deadlines, and reporting requirements.
- Work with delivery teams to ensure funded projects meet agreed outcomes and reporting standards.
- Ensure compliance with funder requirements and internal procedures.

3. Fundraising Development and Innovation

- Develop new approaches to income generation, including testing emerging funding opportunities and partnerships.
- Support the development of fundraising campaigns, appeals, and events where appropriate.
- Explore opportunities for corporate partnerships and relationship-based fundraising.
- Contribute to diversifying income streams in line with organisational sustainability goals.

4. Communications and Impact Storytelling

- Support the development of content for funding applications, reports, and donor communications.
- Contribute to wider organisational communications activity where it supports income generation.
- Ensure messaging reflects the organisation's values, particularly dignity, quality, and relational practice.

3. Partnership and Relationship Management

- Develop and maintain constructive relationships with funding partners and stakeholders.
- Represent St Andrew's Community Network in relevant networks and conversations.
- Work collaboratively with internal teams to ensure alignment between funding and delivery.
- Support partnership-based approaches to funding where appropriate.

6. Organisational Contribution

- Contribute to the wider strategic development of the organisation, particularly in relation to sustainability and growth.
- Support colleagues in understanding funding requirements and opportunities.
- Work flexibly across the organisation in support of shared priorities.
- Contribute to a culture of high performance, collaboration, and continuous improvement.

Key Skills and Experience

Essential

- Experience of securing income from trusts, foundations, or similar funding sources.
- Strong written communication skills, including the ability to produce clear, compelling funding applications.
- Ability to interpret and present data, outcomes, and impact effectively.
- Experience of managing multiple deadlines and priorities.
- Strong organisational and administrative skills.
- Ability to work collaboratively across teams.

Desirable

- Experience of working within a charity or community organisation.
- Experience of developing or contributing to fundraising strategy.
- Experience of managing grant-funded projects or reporting processes.
- Knowledge of the Liverpool funding landscape.



● St Andrew's Community Network

Personal Attributes

Our Fundraising Officer will:

- Be motivated by social justice and dignity.
- Demonstrate initiative, creativity, and ownership.
- Be detail-oriented and disciplined in delivery.
- Build strong, trust-based relationships.
- Communicate clearly and effectively with a range of audiences.
- Balance ambition with realism in funding approaches.

Working with St Andrew's Community Network

The Network team is vital in achieving the charity's purpose: to resource churches and community organisations to design out poverty.

Our values are:

Justice - Advocating for systemic and individual change.

Unity - Working collaboratively across communities.

Compassion - Walking alongside people with dignity and respect.

Strategic Rationale

This appointment:

- Strengthens the organisation's income generation capacity
- Supports the sustainability and growth of high-quality services
- Enhances the organisation's ability to secure and manage funding
- Builds long-term relationships with funders and partners
- Contributes to a more resilient and diversified funding model



Recruitment Timeline

●
Advert Live
3rd April - 19th April

●
Shortlisting
w/c 20th April

●
Interviews
on 22nd April

How to Apply

To apply for this role please:

- Feel free to arrange an informal discussion with the existing Development Lead **Charlotte**, by emailing her on charlottem@standrewslive.org.uk
- Send your CV for the attention of the **CEO** via richj@standrewslive.org.uk
- Send a Supporting Statement of no more than 2-sides of A4 for the attention of the **CEO** via richj@standrewslive.org.uk - outlining why you are the best person to become the Networks Fundraising Officer.
- The deadline for applications is **5pm on Sunday 19th April**.





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Location

16 Larkhill Lane, Clubmoor, L13 9BR
