

BORROW DON'T BUY

PLYMOUTH'S LIBRARY OF THINGS



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BDB Fundraising Facilitator | Time to Shine Leader 2025 Job Description

Company name: Borrow Don't Buy CIC

Job Title: Fundraising Facilitator | Time to Shine Leader

Reports to: Operations Manager

Hours per week: 37 Hours Per Week. The position utilises flexi-time but will mostly fall within our opening hours. The role may require occasional evening and weekend work, and travel nationally.

Fixed-Term Contract: 12 Months - Funded by The Rank Foundation Time to Shine Leadership Programme

Salary: £12.60 per hour - in line with [Living Wage Foundation](#) 2024 - 2025 rate

Location: THINQ TANQ, Fairbairn House, Higher Lane, PL12AN. The role will be office based but may require occasional remote or location work. Please discuss with us any requirements regarding location or access.

Application Deadline: Midnight Sunday 17th November 2024

Interview Dates: Wednesday 20th - Wednesday 27th November 2024

Role Start Date: Preferably 2nd January 2025 - **Must have started before 13th January 2025**

Our Organisation:

We believe "YOU CAN HAVE ACCESS TO THE THINGS YOU NEED WITHOUT IT COSTING THE EARTH"
Borrow Don't Buy (BDB) is Plymouth's Library of Things, we loan items to members to save them money, and space in their homes whilst reducing environmental impact. We also run the Getting Everyone Online (GEO) project which collects unwanted digital devices and refurbishes them to help get people experiencing digital exclusion online. We are a growing Community Interest Company (CIC) and social enterprise with big plans to make a significant impact in Plymouth for people and the planet. We are passionate about making the City better for all, and providing affordable and tangible services to encourage environmentally friendly habits in our community.

Our Team:

BDB was built on many volunteer hours, by people passionate for the project and the good it does. Our small but mighty team works together to get what needs doing, done. This means learning as we go, supporting each other, and open communication. We believe that a great team thrives in an environment that is friendly, fun, and flexible, which is exactly what we provide, if we do say so ourselves! Understanding our ultimate mission and how each role contributes to this is imperative for anyone joining BDB. We are an accredited Living Wage Employer and our team is our greatest asset!

Funded by The Rank Foundation's Time to Shine Programme:

<https://rankfoundation.com/how-we-work/leadership/time-to-shine/>

This role is funded by The Rank Foundation as part of their Time to Shine (T2S) Leadership Programme. This is our 3rd position funded by the T2S Leadership programme. It is a fantastic opportunity that provides personal development and support throughout the year. Read more by following the link above.

Please Note: It is imperative that the successful candidate understands that by undertaking the position they must also commit to the events and elements the programme consists of and will be required to sign a contract between themselves, Borrow Don't Buy CIC AND The Rank Foundation. Please be sure to read the [2025 Candidate Guide](#) before applying.

Job Description:

We are looking for a passionate and productive individual with great writing and research skills, who has an eye for opportunity, the ability to think innovatively and has the confidence to explore ideas. We need someone happy to take initiative, prioritise and manage their own workload, who loves being part of a team and is willing to learn as we go and collaborate.

This role will primarily focus and take lead on the development and expansion of our fundraising efforts which are vital for our longevity. Tasks will include; researching, preparing and writing grant applications, planning and facilitating fundraising events and campaigns, exploring additional funding sources, developing partnership and sponsorship schemes, and working with the team to create fundraising strategies.

The position will learn from and utilise past and current methods of fundraising as well as bring new opportunities to the forefront. Flexibility in the role to adapt to the organisation's funding needs is essential and gives opportunity to explore a range of blended fundraising, and we will encourage creativity and innovation within this. The role requires communication with established and new potential funders, sponsors and partners and donors through a variety of digital and in person methods.

We are passionate about developing our team personally and professionally. This opportunity provides a chance to learn how a small CIC with blended finance works, make real change in a one of a kind organisation and work with an awesome team of people.

Key Responsibilities

- Grant applications; researching, preparing, budgeting and writing grant applications as a core activity.
- Community and Event Fundraising - running a Crowdfunding campaign, alongside creating and developing other campaigns and drives to increase fundraising.
- Developing our corporate fundraising opportunities such as beneficial partnerships and sponsorships.
- Creating a fundraising strategy for immediate and longer-term aims alongside increased activity and revenue.
- Supporting development of our donation schemes utilising and engaging donors as a fundraising opportunity.
- Marketing within a fundraising capacity to increase potential funding engagement.

Skills

Essential:

- Excellent organisational skills
- Technology confident with an ability to learn and adapt to new platforms
- Experience of teamwork and excellent personal communication skills
- Ability to work independently and prioritise tasks effectively
- Good grasp of the English language spoken and written - this is a communication and writing role
- Good grasp of numbers and confidence with basic finances - this is a funding role

Desirable:

- Experience of Google suite and other administrative and creative platforms
- Experience of fundraising and willingness to research and explore
- Experience of working in or with the community sector
- Experience of working with a diverse range of people and organisations
- Understanding of engagement and marketing for fundraisers and campaigns

Attributes:

- Confident in networking and communication
- Creative thinker and dynamic problem solver with a genuine enthusiasm for developing and implementing practical solutions
- Team player who can work with people towards a common goal
- Willingness to learn and adapt within the role and the company as it develops
- Community and planet first ethos - passionate about making the world a better place for everyone

Application Requirements:

- Your CV
- Tell us about YOU - your opportunity to tell us more about who you are:
 1. A brief introduction to you
 2. What about BDB attracted you to apply, including why the Time to Shine programme resonates with you?
 3. What about your skills and experience makes you a good fit for the role?
 4. Tell us about the thing you are most proud of!
 5. Your favourite joke! (We LOVE a joke)
- 3 references - 2 professional, 1 personal.

Please consider applying even if you do not have all of the experience listed, our main priority is employing someone who is passionate about our mission, with a desire to help BDB grow and in doing so, grow themselves.

Please send applications to our Operations Manager Esther: esther@borrowdontbuy.co.uk