



East Street, Rhayader,
Powys, LD6 5ER.

01597 810194 all@carad.co.uk

Fundraising and Development Officer

Salary £27-29,000 per annum, depending on experience

Hours: 5 days a week (37.5 hours)

Contract type: Fixed term until December 2024 with possibility of extension

Start date: July 2024

Base: CARAD Office, East Street Enterprise Park, East St, Rhayader, LD6 5ER

About CARAD

CARAD (Community Arts Rhayader and District) is an inclusive community arts and heritage charity which works for the benefit of the people of Mid Wales. We provide a creative hub which nurtures and showcases the area's rich social and cultural heritage and which celebrates our rural area and its natural history. We seek to create a culturally vibrant and resilient community.

We host regular arts, wellbeing and heritage events, giving a platform to local creatives, contributing to the cultural offering in Mid Wales and improving the wellbeing of local people.

We have also created and manage our all-weather visitor attraction – TimeScape Rhayader.

TimeScape has recently opened to the public and explores the area's fascinating stories from past and present.

About the role

CARAD are seeking a Fundraising and Development Officer to work with us to develop and deliver a fundraising and development strategy to build our resilience.

Main duties and responsibilities

- Research and identify opportunities for funding and income generation in conjunction with CARAD Trustee Directors.
- Work with CARAD's team of directors and relevant staff to write funding bids, based on projects being developed. Support the development of new projects, including partnership funding.



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- Support the monitoring and evaluation of funded projects, writing reports for funders.
- Develop a fundraising strategy, incorporating existing documents which identify key priorities for funding, as well as possible trusts and donors to apply to.
- Digitalise CARAD's fundraising archives and streamline documents to create a smoother process for future grant writing.
- Developing CARAD's unrestricted income by building their reputation as a space for hire.
- Facilitating private and commercial hires of CARAD's theatre space.
- Use of social media and web sites, including our own, to support funding bids or income generation.

Person specification

Essential

- Experience of writing grant applications
- Excellent written communication skills
- Experience of working in a small team
- Excellent organisational skills, including working to deadlines and managing a busy workload
- Training and/or experience of writing a fundraising strategy
- Confident with Microsoft Office software
- Experience of report writing for funders
- Experience of generating unrestricted income for third sector organisations and/or social enterprises

Desirable

- Graphic Design skills
- Experience of creating content for social media and web



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- Experience of website management – adding and updating content on the backend of a website.
- Knowledge of the Welsh language
- Experience of venue management
- Experience of working with partners on funding bids

How to apply

Please fill in and return the application form by 9am on 12th July and send to manager@carad.org.uk. If you have any questions about this role, contact manager@carad.org.uk.