



The  
Listening  
Centre

## FUNDRAISER POSITION

Hello, and thanks for your interest in joining The Listening Centre (TLC) as a freelance fundraiser! This vital role offers considerable scope for the right person to make their mark and contribute to the growth of our charity.

I very much hope that this document provides you with all the information you need to decide whether this role might be a good fit for you. However, if you have any questions at all or would like to arrange an informal chat please do get in touch.

## ABOUT THE CHARITY

Since 1993, TLC has been supporting the mental wellbeing of the Oxfordshire community by making high quality counselling accessible to individuals who couldn't otherwise afford it. Our volunteer counsellors work with adults from Oxford and beyond on a wide range of issues, including job stress, relationship problems, historic abuse, low self-esteem, anger management issues and much more. Over the course of (up to) 26 sessions, clients are supported, encouraged, and challenged to think differently about themselves and their situations, identify desired areas of change and growth, and consider letting go of old patterns and habits which no longer serve them.

**Our vision:** A society where mental wellbeing is foundational to a healthy community, and psychotherapy is accessible to all.

**Our mission:** We provide affordable, professional, and safe face-to-face and online psychotherapy and counselling. We work to raise awareness of and promote the benefits of psychotherapy and counselling. We work with training institutions to provide placements for students.

## ABOUT THE ROLE

We're seeking to appoint a freelance fundraiser to build on and develop an established systematic and strategic approach to trusts and foundations fundraising, and ultimately allow us to reach more individuals who couldn't otherwise access counselling.

The role will be fully remote, with regular contact with key TLC officers and trustees by email and video conferencing.

We anticipate an average of 15 hours per month but would hope, subject to funding, that there would be the possibility in the future of increasing these monthly hours. The current rate for this role is £20 per hour, which is in line with our existing freelancer hourly rate.

As a freelance fundraiser for TLC your key responsibilities would be to:

- Prepare and submit tailored funding applications.
- Contact previously identified short- and medium-term trusts and foundations grant prospects, resubmit applications to previously contacted funders, and also grow the prospects list to develop a solicitation schedule for the coming year.
- In dialogue with the TLC team, ensure we have an up-to-date and compelling case for support for the charity's ongoing work, including keeping our high-level theory of change updated.
- On the basis of these documents, write and submit tailored applications to identified trusts and foundations, primarily for core funding.
- Maintain accurate and up-to-date records to support reporting requirements, future planning, and donor stewardship.
- Be the first point of contact for existing funders and, as required, provide funder update reports.
- Advise the TLC team and Trustees on matters relating to best practices in fundraising, including highlighting risks and opportunities.

## ABOUT YOU

As this is very much a part-time role, we expect that you'll have other strings to your bow. Perhaps you're already freelancing as a fundraiser, or perhaps you work part-time for another charity and you're keen to give freelancing a try. We hope that you will see adding TLC to your portfolio as an exciting challenge that offers the opportunity to make a significant difference to the growth of a local counselling charity amid an escalating mental health crisis.

We're looking for someone who:

- Has excellent written and verbal communication skills, with high attention to detail.
- Has understanding/experience of successful trusts and foundations fundraising, ideally locally in Oxfordshire and/or for mental health charities.
- Has excellent organisational skills, with experience of developing and maintaining record-keeping systems and processes.
- Has a self-motivated and proactive approach, using own initiative to overcome challenges, seek solutions and remain flexible.
- Has a good understanding of the sources of information that are available to aid in prospect research.

*We are committed to fostering an inclusive culture and encourage applications from candidates of global majority backgrounds, those with disabilities, and those with lived experience relevant to our mission.*

## HOW DO I APPLY?

For an informal discussion or to ask any questions you may have about the role before applying, please email Marie Hooper [mariehooper@thelisteningcentre.org.uk](mailto:mariehooper@thelisteningcentre.org.uk).

If you'd like to apply, please use the same email address to send us your CV along with a covering letter (maximum of two pages), explaining how your experience, skills and personal qualities match what we're looking for.