



## HEET Fundraising Co-ordinator (Part-Time, Temporary)

HEET is looking for a persuasive and engaging communicator to lead our crowdfunding campaign, develop small regular donations, and support grant applications. This part-time role (1 day per week, with potential to grow) is initially a 3-month contract but could become permanent.

### About HEET

HEET is a vibrant community enterprise delivering practical solutions to fuel poverty, climate change and health inequalities caused by inadequate housing. We are a charitable Community Benefit Society (No. 28988R).

#### Funding

HEET's services are free of charge so they are accessible to low-income households that are in most need. We receive grant support and other forms of income from public bodies, including the local authority and central government, charitable trusts, and the private sector.

#### Background & History

HEET began in 1998 when three committed residents delivered a series of advice sessions to raise awareness of energy conservation issues and promote the take up of government insulation grants. HEET now employs eight staff, delivers a number of projects in line with our mission and has carried out interventions in over 12,000 homes across north-east London.

#### HEET's Mission

HEET takes a holistic approach to tackling fuel poverty and climate change: through advice, advocacy, training, installing energy-saving measures and making referrals for grant-funded home improvements.

#### Aims

- Provide advice and home improvements to:
  - ☞ enable residents to save money on their fuel bills
  - ☞ improve the health, comfort and safety of residents who live in cold, unsafe homes.
  - ☞ reduce carbon emissions from homes in north-east London



- Encourage actions and behaviours, by the community and individuals, that lower energy demand.

#### Who benefits from HEET

Eligibility depends on the particular service, but generally we support older people, low-income households and people with a long-term illness or disability. We work with residents in all housing tenures.

#### How we're managed

Our staff team operates democratically in a non-hierarchical structure based on equal participation in decision making and equal pay. We use a consent-based decision-making process for strategic decisions. This allows us to take timely action while also incorporating or acknowledging the views of all staff. We are supported by our management committee, composed of local residents and professionals with an interest in furthering the aims and objectives of the organisation.



## Job description

**Job Title:** Fundraising Coordinator

**Location:** Remote or hybrid working with occasional travel to our Walthamstow office at HEET office, c/o Trinity URC, 58 Orford Road, London E17 9QL

**Salary:** £20.80 an hour (£23.31 including rolled up holiday pay) or equivalent freelance rate

**Hours:** 7 hours/ 1 day per week with the potential to increase to 2 days per week

This is a fixed term temporary contract for 3 months, with the possibility of extension.

## About the Role

We are seeking a proactive and persuasive Fundraising Coordinator to support our team in securing funding: leading a crowdfunding campaign, submitting grant applications and developing small regular donations. This role is ideal for someone with excellent writing skills, social media experience, and a passion for making a difference in the not-for-profit sector.

## Major Tasks

- **Crowdfunding:** Plan and execute a crowdfunding campaign, including managing communications, social media, and website updates.
- **Grant Research & Applications:** Identify grant opportunities, prepare applications, and refine existing ones based on available leads.
- **Monitoring & Reporting:** Track the progress of funding applications and ensure timely follow-ups.
- **Collaboration:** Work closely with the HEET team, particularly the finance administrator, to ensure funding applications align with organisational goals.

As a HEET team member, you will also be required to:

- € Attend and actively participate in staff meetings and collective decision-making processes to help HEET achieve its mission and ensure our services reach those households in most need.
- € Understand, comply with and ensure implementation of HEET's policies and values.
- € Share a collective responsibility to ensure the health, safety and wellbeing of all other HEET employees and clients.

This job description outlines the principal responsibilities and duties of the post holder. It is not an exhaustive list of specific responsibilities and duties. The post holder will also be expected to undertake any other duties within the remit of the post that fall within their skillset.

Please note, the role will be offered subject to satisfactory pre-employment checks, including a basic DBS check due to the nature of the work.

## Person specification

Essential	Desirable
<b>Knowledge</b>	
	<ul style="list-style-type: none"> <li>• Understanding of fuel poverty and energy efficiency issues</li> <li>• Knowledge of donor engagement strategies – understanding how to build relationships with donors and supporters</li> <li>• Understanding of budgeting for funding applications</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Strong organisational skills and ability to meet tight deadlines</li> <li>• Familiarity with social media platforms for outreach and engagement</li> <li>• Ability to work independently</li> <li>• Computer literate</li> <li>• Ability to research and apply for grants</li> </ul>	
<b>Experience</b>	
	<ul style="list-style-type: none"> <li>• Previous work in the charity or not-for-profit sector</li> <li>• Experience in writing funding applications</li> <li>• Experience in crowdfunding or individual giving</li> </ul>
<b>Values and attitudes</b>	
<ul style="list-style-type: none"> <li>• Reliable and committed</li> <li>• A commitment to working co-operatively with other members of the HEET team to delivery HEET's mission</li> </ul>	



## How to Apply

Please apply by submitting a CV and covering letter. Applications will be reviewed on a rolling basis, with weekly reviews. We encourage early applications as the position may be filled before the closing date. (We will update our website if so.) Final date for applications will be Friday 18 April 2025, 10am.

Please email your CV to [info@theheetproject.org.uk](mailto:info@theheetproject.org.uk) or send postal applications to HEET, 58 Orford Road, E17 9QL.

For details about how we process your data, please see our [privacy notice](#).

We are very sorry, but we cannot reply to all applicants, so if you have not heard from us by Friday 25<sup>th</sup> April, then you should assume that you have not been shortlisted for an interview.

### **Equal Opportunities**

We are committed to equity and representation and aim to reflect the communities in which we live and work. We welcome applications from everyone.