Job Description

Communications and Fundraising Officer

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| **Key information** |
| **Salary** | Up to £32,500 pro rata  |
| **Expected Hours**  | 18 per week |
| **Location** | Office location in Badby, Northants and of course out and about meeting with stakeholders and talking to new potential supporters. There may be a requirement to work evenings or weekends to attend activities which happen outside of working hours. |
| **Line manager** | Chief Executive Officer (CEO) |

**About Harry’s Pals**

Harry’s Pals charity, based in Daventry, provides much needed emotional support to parents across the country who have just received a diagnosis that their son or daughter has a severe disability or illness. The Charity was launched in 2022 and has been providing life changing support to parents ever since. Harry’s Pals has big ambitions to grow and develop to support even more parents in the future and this role will have a critical part to play in that ongoing journey. We’re looking for an exceptional person to join the Harry’s Pals Team so that we can grow the charity and support more families.

**Role Overview**

We are looking for a passionate, proactive, and organised **Communications and Fundraising Officer** to help us to grow the charity and achieve our vision. This role will lead the development of our new and existing support services and expand our outreach into new communities.

You’ll be someone who loves building relationships, has a talent for bringing people together, and is motivated by making a real difference in people’s lives.

**Key Responsibilities**

**Community & Parent Support**

* Set up, moderate, and grow an online and offline support group for parents supported by Harry’s Pals.
* Develop engaging content, conversation starters, and live sessions for the group.
* Build trusting relationships with parents and signpost them to relevant support when needed.
* Act as a welcoming first point of contact for new families joining the community.

**Outreach & Engagement**

* Develop high-quality compelling content for social media, newsletters, website, blog posts and print materials
* Attend relevant events, meetings, and community sessions to represent the charity.
* Work closely with families to sensitively share their stories, ensuring dignity, respect, and consent.

**Events & Fundraising**

* Plan, organise, and deliver small- to mid-scale fundraising and awareness events (both virtual and in-person).
* Support community members to run their own fundraising events, providing guidance and resources.
* Proactively identify and pursue fundraising opportunities, including grants, events, and strategic partnerships.
* Build relationships with businesses, donors and community groups
* Work with the CEO to meet fundraising targets and identify new opportunities for income generation.

**Person Specification**

**Essential:**

* Strong organisational skills and attention to detail.
* Experience in community engagement, events, or support work.
* Confident using digital tools (e.g. Zoom, Canva, Mailchimp, Microsoft Office).
* Empathy and sensitivity when working with families in emotionally complex situations.
* A natural communicator (verbally and in writing) and someone who thrives on being involved in the local community, providing leadership when required.
* Experience of using social media accounts including Tik Tok, Facebook, Instagram and X, creating engaging content to increase the charity’s profile.
* Ability to work independently, manage time, and meet deadlines.
* Ability to manage multiple projects
* A UK driving license
* Someone who is keen to make a difference and improve lives for families of severely ill and disabled children

**Desirable:**

* Lived experience as a parent of a disabled or seriously ill child, or direct experience working with similar families.
* Experience in charity fundraising.
* A marketing or fundraising qualification

**What We Offer**

* To join a unique and fast-moving charity with an exciting future that changes lives
* To be part of a small and friendly team
* 25 Days holiday (pro-rata)

**How to Apply**

Please send your CV and a short cover letter (or video if you prefer) explaining why you’d love to join Harry’s Pals and what you’d bring to the role, to hayley@harryspals.org

**Deadline:** Monday 22nd September 2025
**Interviews:** W/C 29th September 2025

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