



BIBS Fundraising Assistant – fixed term

Reports to:	Dual reporting line: Babies in Buscot Support (BIBS) CEO, and matrix managed by BIBS Fundraising Manager
Term:	18 months fixed term – including a 3 month probationary period. To be reviewed for possible permanent role towards end of this fixed term period.
Hours:	10 p/w – flexible hours – frequent weekend and evening working will be required throughout the year
Salary:	£27,000 FTE per annum pro rata (actual pay £7,714 p.a)
Holiday:	25 days plus Bank Holidays, pro-rata per annum
Pension:	5% matched pension contributions
Location:	Home-based, with frequent travel throughout Berkshire and surrounding areas for fundraising duties and meetings. Therefore access to car and clean full driving licence required.

Background

This is a new fixed-term role for an initial 18 month period. With proven success, it is hoped that BIBS can make the role permanent in future, helping us make a greater impact for babies requiring neonatal care and their families.

All of BIBS income comes from the local community – be that through the general public or individuals with a close personal connection to Buscot Ward neonatal unit at the Royal Berkshire Hospital – or through local businesses and schools, community groups.

As a charity – we are parent-led – enabling us to be an authentic voice for the needs and benefits of our work. **We are therefore keen to recruit from within the neonatal parent community**, although candidates who have knowledge and awareness of neonatal care from their work or life experiences will also be considered. Fundraising experience isn't essential for this entry level role – training and guidance will be provided as necessary. What *is* vital for success is possession of the softer, transferable skills such as flexibility, drive, passion for our cause, communication, organisation and attention to detail. We welcome applications from candidates with a wide variety of working backgrounds.

Job Description

Purpose

- To assist BIBS Fundraising Manager in carrying out varying fundraising activities helping to grow BIBS average annual income by over 20% per annum. Fundraising activities will focus mainly on **events** (e.g. sponsored events, galas and family days), **community** fundraising (e.g. individuals, local groups and public events) and **local corporate** funding.
- Act as an external ambassador for BIBS' charitable work, helping raise awareness and build loyalty amongst our supporters and volunteers.

Key Responsibilities

- Assist the BIBS Fundraising Manager and BIBS Chief Executive in larger scale fundraising activities alongside volunteers.
- Lead on discrete delegated areas of fundraising activity – owning all aspects of planning, implementation and review.



- Support local businesses and individuals in the planning and delivery of their own self-organised fundraising events.
- Deliver exceptional standards of supporter care to BIBS supporters and donors.
- Pro-actively seek opportunities for BIBS to extend our community based fundraising.
- Be a committed, flexible and enthusiastic member of the BIBS team.
- Deliver high quality social media content to engage supporters across platforms.
- Recruit and effectively manage volunteers in delivering fundraising activity.
- Speak publicly – from formal presentations to informal conversations – showcasing BIBS' work and impact and effectively communicating our needs.
- Attend BIBS Annual General Meeting.
- Help with the purchase and management of stock and merchandise as required.
- Loading/unloading and setting up necessary equipment at events (gazebo, tables, stock).
- Assist in delivery of other BIBS charitable activities within Buscot Ward (e.g. gifts, special day celebrations) and in the community.

Person Specification - criteria

Essential

- Awareness / experience of neonatal care and the challenges faced by families.
- Knowledge of the work of BIBS – who we are, how we raise funds and how we make a difference with the funds we raise.
- A confident verbal communicator with excellent presentation and public speaking skills.
- Excellent IT & written communication skills – be that by email, social media posts, and developing key messages in presentations.
- Ability to recruit and manage a volunteer base in support of planned work.
- Comfortable working independently with initiative and drive.
- Highly organised, with the ability to multitask and deliver plans and activities effectively.
- Excellent attention to detail – in written communication and in event management.
- Excellent teamworking skills, with the flexibility to communicate openly, positively and effectively within a remote, part-time team.
- A proactive "can-do" attitude, flexibility, and a genuine passion for the charity's cause.

Desirable

- Confident and comfortable using a variety of social media platforms.
- Experience of /or a strong instinct for what makes a successful fundraising activity or proposition.

Closing Date: 12 noon on Monday 13th July 2026 – we encourage applications to be submitted as soon as possible before this date.

How to apply: Please email your CV **and a covering letter** outlining how you feel you meet the criteria in the Person Specification to sarah.critchley@bibs.org.uk

Interviews are planned for 22nd July 2026 at a central location in Reading.