



Fundraising & Marketing Co-ordinator

Salary: £21,000 - £22,000pa

This post of Fundraising Co-ordinator will be responsible for fundraising primarily from trusts and companies and for promoting the Centre to potential funders, user groups and the public. Candidates will need to demonstrate that they can think creatively, use initiative and work productively with colleagues. They also have to have excellent written and verbal communication skills and the ability to enthuse others.

This exciting opportunity will ideally suit someone at the early stages of their career in charity management and administration.

The post will be based on a 35 hour week, but will involve flexible working including occasional evenings and weekends.

Due to the nature of the work the post will be subject to an enhanced CRB check.

Lambourne End Outdoor Centre is a fantastic 54 acre site in south west Essex full of opportunity. The Centre boasts residential accommodation and training facilities, outdoor adventure activities, and a working farm with dedicated environmental areas. These are used to generate a wide range of programmes which promote and deliver personal development and training opportunities for young people, especially those at risk or with problems in traditional mainstream educational environments. All the programmes are designed to encourage team building, problem solving and communication skills, as well as build confidence.

The deadline for applications is Monday 9th August 2010 and interviews for short-listed candidates will take place on Tuesday 17th August 2010

For an application pack, please contact:

Danette Dawson, danette.dawson@lambourne-end.org.uk or write to
Danette Dawson, Lambourne End Ltd, Manor Road, Lambourne End, Essex. RM4 1NB

Web: www.lambourne-end.org.uk

Charity No. 1105063 Company No. 05067695