



Fundraising Officer

Hours: 15 hours a week

Rate of pay: £18 per hour

Location: Hybrid – Homeworking with at least 1 day per month in Ipswich at Eastern Angles Centre

Contract: Self-employed for 6 months initially with a view to extend.

Responsibilities:

- Searching for new funding
- Work with Team on funding applications
- Scheduling applications
- Funders admin communication
- Spreadsheet management – status of applications
- Keeping an overview current funding
- Update and maintain funders pack
- Ensure ordering of equipment fundraising has allowed
- Liaise with Board of Trustees re: allocated funding to ensure spend
- Create Public Fundraising pack
- Planning events in collaboration with trustees
- Developing Funding & Fundraising plan with Board of Trustees
- Completion & submission of monitoring reports
- Thank you pack for funders

To apply, please send your CV and covering letter to contact katie@insideoutcommunity.com



Project Manager - Inside Out Community

Job Description

We are seeking a project manager to deliver a programme of workshops for an award winning charity which supports mental health through a variety of art mediums. We seek an individual with a holistic approach to the management and wellbeing of; project staff, programme leaders, contributing artists, an administrator and volunteers.

The post is for 6 hours per week at £18 per hour on a self-employed basis and is for initially one year. The continuation of the post beyond that period will depend on new funding being secured. The post holder will be responsible to the Board of Trustees through the Chairperson.

Desirable skills:

- Excellent organisational & project management skills
- Sympathetically attuned to the values & philosophy of Inside Out
- Value creative activity as a well-spring for health and well-being
- Experience or training in helping people experiencing emotional distress or mental health problems
- Be able to work with creative groups & colleagues in an empathetic and facilitative way
- Committed to developing personal knowledge and experience of arts in mental health

To be considered for this role, please send your CV and a covering letter, outlining what you think you would bring to the charity to katie@insideoutcommunity.com.



Inside Out Community - Treasurer

Hours required: 4-6 hours a week

Rate of Pay: *This is a voluntary role*

We are:

Inside Out Community; a small but established registered charity operating in Ipswich, Suffolk.

Founded in 2003, we run a range of creative workshops for adults designed to help support emotional and mental health and wellbeing.

Our programme involves visual arts, creative writing, dance and music, all delivered by professional artists with a sensitivity to mental and emotional wellbeing.

You are:

Someone with a passion for and understanding of charity financials; bookkeeping, preparation of year end statements, financial reporting and budgeting for funding bids.

As well as the above expertise, you see and support the value of creativity as a tool to support and manage wellbeing and want to champion the charity and its ethos.

The Commitment:

Trustee meetings are held once a month in person with blended meeting options for those needing to attend remotely.

The board is collectively responsible for setting the strategy and policies for Inside Out in collaboration with the Staff team.

To register your interest please email the Secretary via katie@insideoutcommunity.com