



**OLD FIRE  
STATION**

# Head of Fundraising

## Recruitment Pack

# About Old Fire Station, Oxford

The Old Fire Station is a centre for creativity in Oxford housing three organisations: the homelessness charity Crisis, the Old Fire Station (OFS) and Damascus Rose Kitchen (DRK). We share our building.

OFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

See our latest impact report [here](#), and watch short videos about the OFS [here](#) and [here](#).

Learn more about our projects [Marmalade](#), [Offbeat](#), [Hidden Spire](#) and [Storytelling](#).

## What we do

### **Produce and present across art forms**

We want our reputation to be good-quality art, in person and online, which is aimed at adults, takes a risk, asks questions and entertains. We want our audiences to have fun and be open to new ideas and different people.

### **Help people to be creative**

We want people to be able to write, sing, draw, devise, design, perform, move, make, imagine, play and create – physically and online – individually or with others and to a high standard. Creativity includes artistic practice but also extends to technology and science and imaginative thinking. We want people to tell their own stories using the medium that works best for them.

### **Support artists**

We want early to mid-career artists from all disciplines to have access to the advice, networks and promotion they need to develop their practice as creatives and as facilitators of other people's creativity.

### **Include people facing tough times because of disadvantage**

We share our building with the homelessness charity, Crisis. Through this partnership, we offer people who are homeless space to define themselves and choose their own labels by including them in the running of the centre. We also seek to include others who are socially isolated and disadvantaged. We do not focus on homelessness. We focus on what people who face disadvantage can offer.

### **Work with communities across Oxford**

With Crisis, we offer a public space which is shared by very different people and helps to break down barriers and promote solidarity in Oxford. We will also work through partnerships beyond our building with different communities around Oxford.

# What we consider in everything we do

## Be human friendly

This means working with others to

- educate ourselves about healthy organisational culture and decision making
- take practical steps to develop honest supportive relationships within our team, with our volunteers, our partners and funders and with the public
- use our creativity to promote services founded on good quality relationships and learning

It also means having fun!

## Experiment and Listen

To make great art and to achieve change we have to experiment and play.

This means taking risks, being prepared to fail and being able to adapt and respond. It also means listening carefully to those with whom we work (especially to dissent), reflecting deeply on what we do and how we do it, and measuring impact primarily through storytelling.

## Build financial resilience

This means ensuring that we are here for the long term by diversifying income streams, securing core and project funding, developing the business, minimising expenditure whilst delivering our mission and maintaining appropriate levels of reserves. It also means ensuring that those we work with are properly paid to help them become financially resilient.

## Unlearn Discrimination

This means working with others to

- educate ourselves about racism and other forms of discrimination in cultural organisations (especially with regards to disability and class)
- take practical steps to become more representative of diverse communities
- use our creativity to explore diverse culture and challenge ignorance or abuse

## Face the Climate Emergency

This means working with others to

- educate ourselves about the emergency
- take practical steps to reduce carbon emissions
- use our creativity to help our community face the challenges ahead



## How do we do it?

We do all this by focussing on:

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

## Why is this needed?

Oxford is globally renowned for stunning heritage and outstanding research.

Oxford is also a place of disadvantage and inequality.

Oxford needs the Old Fire Station because it is about openness, inclusion, looking forward and different thinking.

The Old Fire Station acts as a bridge between sectors, organisations and people.



## About the role

Would you like to work for a hope-full, human friendly organisation determined to ensure that art is for everyone? We're looking for an experienced fundraiser to join our small and dynamic team at a senior management level. This is a strategic and hands on role, working closely with the Chief Executive Officer to secure the resources needed to strengthen our long term financial sustainability.

You will take the lead on generating fundraising income, primarily through trusts and foundations, while also expanding the ambition of our individual donor programme and identifying new fundraising income streams. You will build on the strong foundations already in place, stewarding long lasting, trust based relationships with supporters, while helping us diversify our funder portfolio, initiating and developing new relationships and opportunities.

This is a pivotal role for us, and you'll have the support of the CEO and the Board, and the opportunity to build your own team through the recruitment of a part-time Fundraising Administrator.

It's central to our practice to build and sustain high quality relationships, including with funders and partners: you will need to drive through effective engagement, reporting, evaluation, communications, events and meetings. You must have experience of writing and submitting funding applications, being proactive in pursuing relationships with new and prospective funders, and writing progress updates and reports to keep our funders engaged and involved in our work. Alongside writing and speaking passionately and accurately about the fantastic work we're do, you will take the lead in setting the next phase of the organisation's fundraising strategy, ensuring we continue to thrive over the medium and long term.

We're looking for a motivated and creative candidate, who really understands the unique importance of the Old Fire Station's work and has a passion and drive to share our mission's value and significance with our current and prospective funders. You'll have an eye for detail, great organisational skills to keep on top of research and systems, enjoy working as part of a close-knit team, and be confident about making a case for support - telling funders about what we do, why it's important, and clearly demonstrating the impact of our work. You'll have excellent communication skills, combining your desk-based work with all kinds of meetings and events which help really bring our work to life. Our team culture is one where everyone is expected to 'muck in!' No matter what job you do, if someone urgently needs help moving chairs for a meeting, or making tea for an important visitor, you'll support your colleagues when they need you.

**Contract:** This role is offered on a 0.6 - 1.0 contract (3-5 days)

We will accept applications from candidates wishing to work less than full time if they can demonstrate that they can make the contribution we are seeking. Please indicate your preference in your application.

Subject to a 6-month probationary period.

**Salary:** £44,000 (full time)

**Benefits:** Annual leave entitlement of 33 days (pro rata), including bank holidays  
Additional annual leave awarded for long service  
Free tickets to selected shows  
Birthday coffee and cake voucher  
Staff discount in the café  
A pension is offered to all employees

**Line managed by:** Chief Executive Officer

**Line manages:** Fundraising Administrator

**Works closely with:** OFS & Crisis colleagues, Board of Trustees, advocates and champions

**Budget responsibilities:** Grant income, grant reporting, fundraising expenditure



# Key responsibilities of the Head of Fundraising

## Key purpose

Lead on the implementation and development of our fundraising strategy, generating income through strategic and long-term engagement with new and existing supporters, including trusts and foundations, Arts Council England, local authority, corporations and members of the public.

## Understanding and planning

1. Engage with the detail of what the organisation does, how and why.
2. Develop our existing fundraising strategy to respond to new challenges and opportunities.
3. Identify the key strengths and selling points of the organisation and develop consistent and aligned messaging for fundraising purposes.
4. Work with colleagues to agree funding priorities for both multi-year core funding and projects.
5. As a member of the senior management team, contribute to overall strategy, planning, and oversight.

## Relationship-building

1. Explore opportunities to maximise income growth by building and maintaining a clear prospect research and qualification process for major gifts and legacy giving, including plans for touchpoints and regular communications and meetings
2. Review and build on the OFS supporter journey, ensuring that all supporter relationships are strengthened and that donors are engaged according to their preferences, supported by a comprehensive data strategy
3. Support a fundraising team approach with the CEO, Fundraising Administrator, Trustees, other colleagues and advocates
4. Participate actively in regular team meetings and the organisation's activities and events
5. Work collaboratively on fundraising applications with Crisis and other close partners where appropriate

## Raising funds

1. Set and meet fundraising targets
2. Coordinate, alongside the CEO, the bid-writing process for grant applications to build an annual pipeline of applications to Trusts and Foundations for core and project funding
3. Lead on research into new funders, continuously identifying and updating a pool of potential new funders and matching them to upcoming projects

4. Develop our individual major donor programme, with the aim of increasing income from this stream
5. Secure and/or develop relationships with Arts Council England, local authorities and other public bodies
6. Create compelling funding and partnership proposals, working closely with the CEO and Finance Team to develop robust project budgets
7. Support the Fundraising Administrator in maintaining meaningful communications with Friends and lower-level donors to increase support from individuals through a sustained strategy for low-level giving

### **Reporting and governance**

1. Manage and maintain the reporting schedule, to include updating and tracking deadlines for the team and writing reports for funders
2. Assist with budgets and financial projections and provide periodic updates on fundraising results
3. Ensure compliance with funding and partnership agreements
4. Work with the finance team to improve and adhere to systems for managing and communicating relevant data (e.g. cashflow, grant monitoring data and requirements)
5. Ensure compliance with Data Protection legislation and Fundraising Code of Practice, and keep up-to-date with developments in the fundraising sector, particularly in relation to best practice and compliance regulation and ensure these are followed on all campaigns
6. Provide reports for Board meetings and Finance/Audit Committee.



# Selection criteria

If you have all or most of these, please apply:

- Proven fundraising experience across multiple income streams, including trusts and foundations and/or ACE, individual donors, mass appeals and corporate giving
- Experience of working with trustees to make use of their expertise and contacts
- Understanding of and commitment to the Old Fire Station's aims and values
- Track record of meeting fundraising targets in the charitable sector and an understanding of the relevant legislative and ethics frameworks within which we work
- Experience of budget management, milestone monitoring and evaluation for grant reporting
- Ability to identify strengths, listen to organisation priorities, and proactively seek out funding opportunities
- Ability to manage competing priorities and work to deadlines
- Energy and enthusiasm to develop a role in a small, evolving team
- A willingness to take part in the day-to-day operations of the organisation to best support your colleagues when needed
- Experience of qualitative monitoring and evaluation processes and a commitment to meaningful measurement
- Experience of working in the arts and/or social impact



## Working at the Old Fire Station

- The role is offered at between 3-5 days a week, please specify your preference in your application form.
- The post is offered on a permanent contract
- The post is subject to a six month probationary period
- Occasional evening and/or weekend work is required for specific events.
- The OFS supports flexible working, including flexible hours to be negotiated and/or hybrid working.
- As an equal opportunity employer, we recognise the diversity shortcomings of our industry and are committed to driving change and supporting employees to provide an inclusive workplace
- We expect staff to have a commitment to unlearning discrimination in order to become a more inclusive organisation
- We recognise the major impact that climate change is having on our world. We work as an organisation and with partners in the city towards a low-carbon sustainable Oxford. All staff are expected to share this responsibility and support this work.
- The Old Fire Station requires an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not fully comprehensive or restrictive. This job description will be reviewed with the post-holder annually
- The post-holder will be expected to carry out the duties of this post in line with the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations



# How to apply and what to include

To apply, please send us your CV and complete the application form, which you can download from our website, to [recruitment@oldfirestation.org.uk](mailto:recruitment@oldfirestation.org.uk)

If you require a printed copy of the application form, please email [recruitment@oldfirestation.org.uk](mailto:recruitment@oldfirestation.org.uk).

We recommend the software Speechify for reading aloud the job description and application form.

**Application deadline: 28th April 2026, 12 noon**

**The interview process will take place on 6<sup>th</sup> or 7<sup>th</sup> May 2026**

This role may be subject to a two stage interview process. The dates for round two will be confirmed after the first stage.

You are welcome to contact the team for an informal discussion in advance please e-mail [recruitment@oldfirestation.org.uk](mailto:recruitment@oldfirestation.org.uk)

We think it is important to hire people from a wide variety of backgrounds, representative of our society, not just because it is the right thing to do, but because it enriches the arts for all and makes us stronger as a team.

We welcome and encourage applications from individuals with lived experience of discrimination and disadvantage due to class, disability, ethnicity, gender identity and expression, neurodivergence, race and sexual orientation. Please tell us if you have this lived experience in your application. Based on this, if you meet the selection criteria, we are committed to offering you an interview.

We are keen to learn more about the barriers to inclusion and it would be really helpful if you could also fill in our [demographics monitoring form](#). This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination.





# OLD FIRE STATION

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Registered charity number 1140525