

Job Description

Title	Fundraising Coordinator
Hours	Part Time - 15 Hours per week. Flexible but ideally workdays to include time on Monday and/or Thursday This role is site-based in Wells.
Salary	£24,444 (FTE) per annum (Actual £9.910pa)
Report to	Head of Marketing & Communications
About	The site and buildings of The Bishop's Palace and Gardens is owned by the Church Commissioners and managed by The Palace Trust. As a charitable organisation our mission is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning. The eight-hundred-year-old Palace sits among fourteen acres of stunning RHS partner gardens that draw 140,000 visitors per annum. The Palace is over 800 years' old and is Listed Grade I for its historic, cultural and architectural significance and there is huge potential to build on the success of the Gardens' visitor experience by bringing the built heritage much more into the consciousness of our visitors.
Purpose of role	Our Fundraising Coordinator will assist with the implementation of The Palace Trusts fundraising strategy, in particular with administration and record-keeping
Purpose, Vision and Values	<p>As a charitable organisation our aim is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.</p> <p>Our Vision To inspire and touch the lives of many by offering joy, healing, hope and wellbeing.</p> <p>Our Purpose To conserve and share the Palace and its story as a place of enjoyment and reflection for the benefit of all.</p> <p>What we value • Authenticity • Inclusivity • Hospitality • Spirituality • Generosity • Sustainability</p>
Key tasks – What The Palace Trust expects	<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Support the development and delivery of The Palace Trust fundraising plan • Coordinate donor communications, acknowledgements and stewardship activities

	<ul style="list-style-type: none"> • Assist with planning and delivering stewardship events and fundraising campaign activities • Maintain accurate, up to date records of fundraising activity, contacts and income • Prepare reports for funders and ensure the terms of any grants or donations are met • Liaise with colleagues, volunteers and trustees to maximise fundraising opportunities • Research fundraising prospects • Assist CEO in fundraising-related correspondence • Ensure fundraising activities conform to the highest standards of regulations and procedures • The post holder will be required to undertake other reasonable duties and responsibilities which are compatible with the overall scope and authority of the appointment 	
Key internal contacts	CEO Marketing Team Events Manager	Finance Team Community Engagement Team

Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience in a relationship building/customer focussed role • Experience in an Admin role 	<ul style="list-style-type: none"> • Experience of working in a charitable organisation
Skills and abilities	<ul style="list-style-type: none"> • Excellent organisation and administrative skills with a keen eye for detail • Excellent written and verbal communication skills • Ability to build and nurture relationships with diverse stakeholders • Ability to work independently and as part of a wider team • Proficiency in Microsoft Office and CRM 	
Personal Attributes	<ul style="list-style-type: none"> • Flexibility in relation to working hours which at times may include evenings, weekends and bank holidays • Willingness to support all members of the organisation and to be flexible in the tasks that are undertaken 	



How to Apply

Send your CV along with a Covering letter to Recruitment@bishopsplace.org.uk.

Applications will not be considered without a covering letter.

Process

Applications should be received by 12noon Wednesday 10 September 2025 with shortlisted applicants being invited to interviews on 18 September 2025.

Anticipated start date: October 2025

We reserve the right to close this vacancy early if we receive sufficient applications for this role. Therefore, if you are interested, please submit your applications as early as possible.