GENERATE

ACCEPTANCE. SUPPORT. CONNECTION.

RECRUITMENT PACK

FUNDRAISING & COMMUNICATIONS SUPERVISOR



WELCOME

Thank you for your interest in joining Generate as our new Fundraising & Communications Supervisor.

This is an exciting opportunity to join a values-driven charity that works to support the wellbeing of transgender, non-binary, intersex, gender-diverse and gender-questioning adults across North Yorkshire.

As Fundraising & Communications Supervisor, you will play a critical role in securing the financial future of the organisation, and maximising people's view and experience of the charity.

We are looking for a collaborative and strategic person to join our small team who can balance vision with practical delivery. You will help strengthen our sustainability, keep people informed of our work, secure funding, and contribute to Generate's provision of engaging, inclusive, and responsive support for the communities we serve.

If you are passionate about great 'customer' experience and have the leadership, fundraising, and communication skills to help a small charity thrive, we would be delighted to hear from you.

ABOUT GENERATE

Generate is a small, grassroots organisation which was first established in 2011 as a volunteer-led initiative providing monthly peer support groups for transgender, non-binary, gender-diverse and gender-questioning adults in York.

Since then, Generate has grown in size and scope, now providing a range of support services across North Yorkshire. We registered as a charity in 2022, and celebrated 15 years of Generate this year.

Our services include peer support groups, counselling, mentoring, outreach, activities and events. We are also currently developing an advocacy programme.

Our vision: We envision a society where transgender, non-binary, and gender-diverse people thrive within accepting and supportive communities.

Our mission: Our mission is to connect and empower transgender, non-binary, and gender-diverse individuals by improving mental health and wellbeing, boosting self-confidence and strengthening resilience.

APPLICATION PROCESS

How to apply

Please submit:

- A CV
- A covering letter. This should be no more than two pages, outlining why you are interested in the role and how your skills, experience and values meet the requirements of the role
- A portfolio of previous communications work. This may include links to published work, social media posts, pdfs of print media, campaign case studies, crisis communication examples, brand voice guides, impact analyses, etc. Please feel free to share any interpretation or context. Please limit this to 5 - 10 examples. Please share this in an easy-to-access format of your choice, whether that is PDF, a cloud drive link, a website, etc.

Applications should be submitted by email to recruitment@generate.org.uk, with the above attached/hyperlinked. Please include “Fundraising & Communications Supervisor” in the subject line of your email.

Application deadline: 9am Tuesday 8th December 2026

Interview Process

Shortlisted candidates will be invited to attend an interview and deliver a 10-minute presentation.

Further details regarding the presentation topic and interview format will be provided to shortlisted applicants.

Interviews are currently expected to take place on Thursday 17th Dec.

Employment checks:

The role will require a satisfactory:

- Right to work in the UK
- Enhanced DBS check - as you will have access to one-to-one communications with vulnerable adults.
- Credit check - as you will be handling donations.

ROLE DESCRIPTION

Job Title: Fundraising & Communications Supervisor

Reporting to: Charity Director

Direct Reports: Supervisory role of 2 x Coordinators (to provide cover for the Charity Director when needed)

Hours: Part-Time, 21 hours per week

Salary: £34,000 FTE (pro-rata based on a 35-hour week)

Contract: 18-month fixed-term contract

Location: Home-based, with regular travel into York and occasional travel across North Yorkshire

PURPOSE OF THE ROLE

The Fundraising & Communications Supervisor will support with the diversification and expansion of our income, the improvement of our communications with donors, beneficiaries, and more widely, and provide ad-hoc supervisory support to the team.

Our hope is to ensure that as many trans, non-binary, intersex, and gender non-conforming people (and their loved ones) in York and North Yorkshire are aware of, and engage with, our services. We want organisations to be aware of, and engage with, the support we can offer in helping them to improve TNBI+ people's experiences with their organisations. We also want to ensure we have diverse and sustainable income streams to continue our work for as long as we are needed. This role will make a real impact in helping us to achieve these goals, and the wider goals of our charity.

KEY RESPONSIBILITIES

FUNDRAISING AND INCOME GENERATION

- Develop and enact Generate's Fundraising strategy
- Support the Charity Director in identifying relevant potential grant funding.
- Develop and deliver a fundraising strategy to maximise fundraising ROI in an ethical way that is compliant with relevant legislation.
- Support the Charity Director in proactively identifying potential grant funding.
- Identify and pursue diverse income opportunities, creating a blend of grants, self-generated income, and other forms of giving.
- Support the design and execution of fundraising campaigns and events, ensuring alignment with the organisation's strategic goals.
- Draft compelling, well-researched funding proposals and applications that reflect the organisation's goals and priorities.

COMMUNICATIONS AND MARKETING

- Develop and enact Generate's communications strategies and plan in support of the strategy to meet funding requirements and Generate's charitable aims.
- Ensure that Generate's digital spaces are maintained to a high standard and are workable and safe to access environments.
- Keep abreast of developments and policy changes across the health and charity sector, ensuring these are communicated / responded to appropriately in support of members.
- Ensure a consistent voice for Generate
- Develop and manage Generate's social media profiles.
- Lead on responses to online enquiries via social media and info@ email address.
- Support the effective communication internally between all staff, freelancers and volunteers.
- Communicate Generate's decisions in a sensitive manner to our beneficiaries and/or externally.
- Amplify testimonials from past beneficiaries to showcase Generate's impact for advocacy, donor communications, funding proposals and outreach, etc.

OTHER DUTIES

- Support the development and maintenance of effective operational, fundraising, and impact information management systems.
- Contribute to a culture of inclusive and effective working across the charity, ensuring people are valued, supported and developed to excel and achieve our plans.
- Collaborate with colleagues to develop and refine programmes and services that meet members needs and align with the charity's mission.
- Undertake other duties related to operational work of the charity. This is not meant to be an exhaustive list of duties. The need for flexibility is required. We are a small team, and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

PERSONAL SPECIFICATION

Skills, Knowledge and Experience	Essential	Desireable
At least 2 years' experience in a fundraising, communications, or operations role in a comparable charity or business, with both strategic and day-to-day responsibilities.	✓	
At least 1 years' experience managing or supervising a team.		✓
Understanding and knowledge of fundraising, communications, and data protection regulations and best-practice.	✓	
Demonstrable track record of securing funding from various sources, including grants, and varied forms of giving.	✓	
Excellent copywriting and design skills	✓	
Ability to manage multiple projects and priorities simultaneously, with strong attention to detail, keeping accurate and up-to-date records, and prioritising between competing tasks.	✓	
Experience using relevant software (e.g. Google Workspace, Canva, and fundraising software such	✓	

as Donorbox)		
Experience of working within tight budgetary constraints and providing the best ROI	✓	
Self-motivated and able to work autonomously, take initiative, and make decisions.	✓	
A commitment to creating environments that support Diversity, Equity and Inclusion.	✓	
Knowledge of the issues facing trans and non-binary and wider LGB+ communities.	✓	
Knowledge and understanding of Safeguarding	✓	
Experience managing social media accounts focussed on supporting demographics that face discrimination.		✓
Lived experience or experience of working or volunteering in the LGBT+ sector (please note we do not wish anyone to feel they must 'out' themselves).		✓
Experience of using a CRM (Customer Relationship Management) system and website building platforms, e.g. Squarespace.		✓
Other requirements	**Essential**	**Desireable**
Able and willing to work evenings and weekends, with appropriate notice.	✓	
Ability to travel within the city of York and occasionally further afield.		✓