

**JOB ADVERT**

**Individual Giving, Marketing & Communications Coordinator**

*Part time - 3 days a week - £33,000 FTE*

The South London Botanical Institute (SLBI) was established in 1910 to introduce people to the science, pleasure and importance of plants. Still based in the original building in Tulse Hill, this aim continues today, with plant education for all ages at the heart of our vision: ‘Discovering plants, enriching lives, sustaining the future.’ The SLBI is a small, inner-city centre for plant education, incorporating library, herbarium, teaching programme and botanic garden.

In 2019 we were awarded funding from the National Lottery Heritage Fund to improve our fundraising & sustainability. As part of this programme, we started to increase our membership subscriptions, individual donations and sales of merchandise, as well as setting up a major donor programme and developing a new Business Plan for 2021-2026. We are now looking for someone to take forward the individual giving, marketing and communications aims of the Business Plan to an even greater extent, to sustain the SLBI’s impact for years to come.

You will have demonstrable experience and success developing individual giving programmes and diversifying audiences for events and will enjoy working as part of a small team.

**To apply**

Please review the job description and person specification at [Get Involved | South London Botanical Institute (slbi.org.uk)](https://www.slbi.org.uk/get-involved/) and send the following to caroline@slbi.org.uk by Wed 29 September (5pm):

1. Your CV
2. A letter (max. 2 pages) referring to the job description and person specification describing why you are suitable for the post and why you would like to work with us.
3. Contact details of two referees if your application is successful.

Interviews are likely to be held w/c 11 October.

Registered charity number 214251