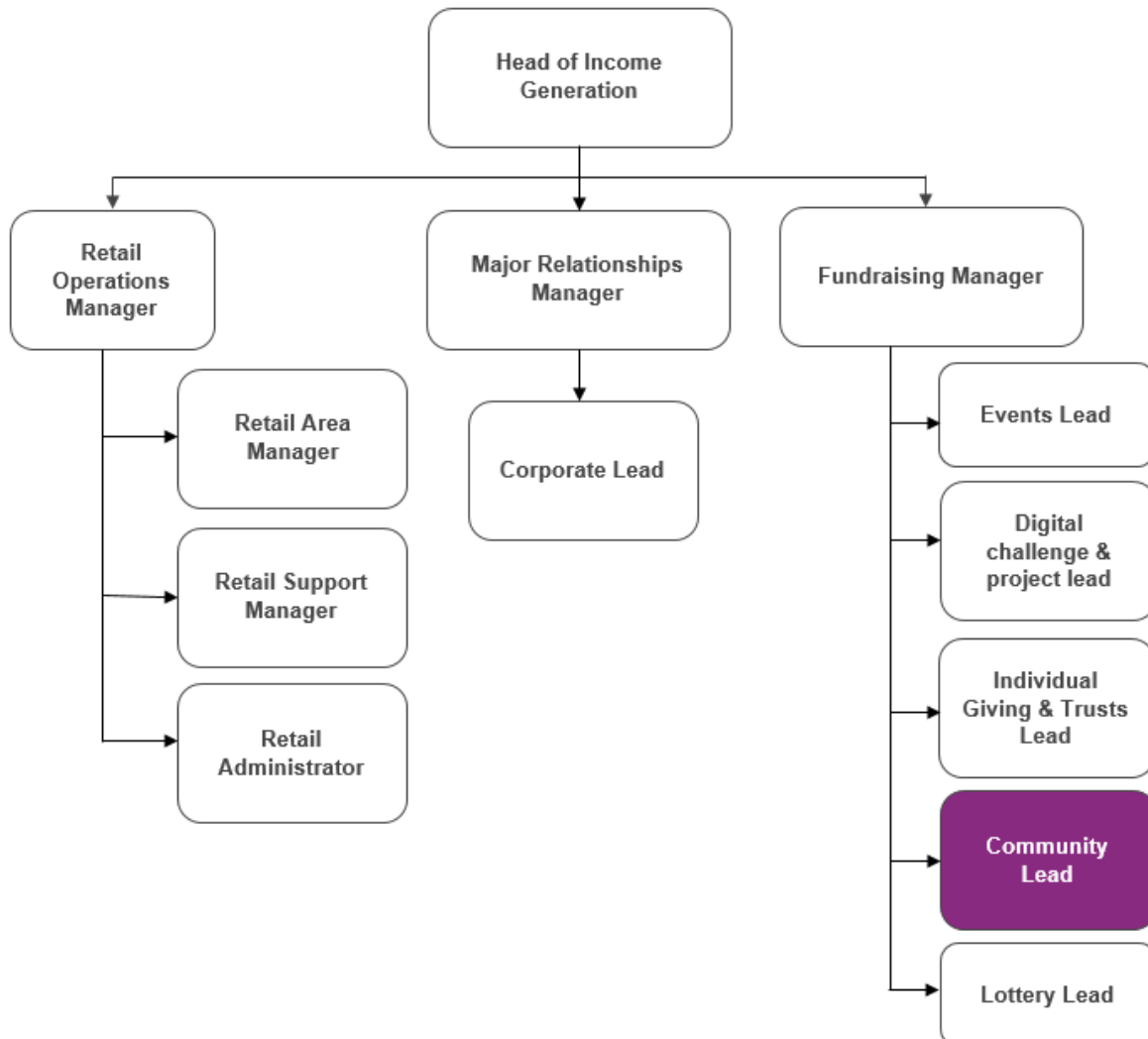


JOB DESCRIPTION

Job Title:	Fundraiser – Community Lead
Department:	Income Generation & Communications
Post Holder:	TBC
Grade:	Admin 3
Reports to:	Fundraising & Lottery Manager
Responsible for:	Volunteers
Direct reports:	None

Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Job Purpose:	<p>To develop and deliver a comprehensive plan to continually grow income from community fundraising activity to achieve set targets, in line with the hospice's income generation strategy.</p> <p>To support the Fundraising Manager in the delivery of activity across other fundraising income streams in a flexible, supporter-centred way.</p>
Key Working Relationships:	<p>Fundraising Manager</p> <p>Income Generation & Communications team</p> <p>Key clinical and other hospice staff</p> <p>Donors, supporters and volunteers</p>

Role Responsibilities:
<ul style="list-style-type: none"> • Develop relationships with community groups and associations, faith groups, and schools who are or would like to raise funds for the hospice. Assist with fundraising efforts to ensure a fantastic supporter experience (including identifying and securing new community relationships). • Work with members of the wider Income Generation & Communications team to identify and cultivate leads for further fundraising activities. • Maximise participation in community fundraising activities through effective promotion of the wide range of opportunities to organise events and raise funds on the hospice's behalf. • Act as the first point of contact for individuals, schools and groups fundraising on the hospice's behalf, providing information, support and advice. • Deliver excellent supporter stewardship, ensuring that all donors receive acknowledgement of their support and understand the positive impact of their involvement. • Plan and deliver a community-based events. Attend off-site meetings with supporters to provide guidance, support or to collect funds raised. • Generate income from groups, associations and schools by engaging them in the hospice's work and fundraising through providing talks and presentations about the organisation. • Act as a flexible member of the Fundraising Team, supporting the Fundraising Manager in the delivery of activity across other fundraising income streams as required. • Work closely with the Marketing and Database Team to achieve appropriate marketing support for relevant income streams and to ensure fundraising processes are supporter-centred and data-driven. • Plan and deliver a calendar of community fundraising appeals and events to maximise income from sources such as store collections, collection tins and loose change. • Co-ordinate the activity of the hospice mascot, ensuring he is used effectively and appropriately to promote the hospice within the local community. • Identify potential new opportunities and fundraising activities and assist in the preparation of business cases for investment. • Work closely with the Volunteer Development Manager to recruit, train and supervise volunteers to support corporate and community fundraising activity. • Develop new volunteer roles to further support and advance and community fundraising. • Work closely with other members of the department team to ensure other areas of income generation are effectively promoted through community fundraising

- Utilise the supporter database to maintain accurate records and for income and other KPI reporting purposes.
- Continually monitor, review and develop activities to ensure maximum profitability.
- Be proactive in keeping up to date with ideas and best practice from across the sector, including through networks with other fundraisers from hospices and other charities.
- Ensure that all fundraising activities comply with best practice, relevant codes of practice and legislation.
- Work within agreed hospice policies, procedures and guidelines.
- Work as an integral part of the team, being sensitive to the needs of the whole team and supportive of other team members.
- Participate in an annual appraisal and undertake training to maintain and develop knowledge and skills as required.
- Any other duties as deemed necessary by the Fundraising Manager or Head of Income Generation .

General Responsibilities:

Health and Safety

All employees have a duty to report accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure. Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Continuous Personal Development

You are responsible for your own professional development, identifying training and development needs to your line manager and completing all mandatory training as required. You must attend any specialist training and development activities relevant to your role within the hospice.

Valuing Equality and Diversity

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

Living Our Values Everyday

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



This job description is an outline of the main responsibilities. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated.

They are subject to modification in the light of changing service demands and the development requirements of the post holder. Therefore it will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Fundraiser – Corporate & Community Lead
Department:	Income Generation & Communications
Grade:	Admin 3

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Educated to GCSE level or equivalent.	Educated to degree level or with equivalent experience. Fundraising or marketing qualification. Member of the Institute of Fundraising.	Application Form Certification
EXPERIENCE	Previous experience working within a fundraising or related role (e.g. marketing / sales / business development).	Experience of working with volunteers. Experience of working within community a fundraising role. Experience of working with bereaved or otherwise vulnerable people. Experience of working to and achieving financial targets.	Application Form Interview
SKILLS	Excellent interpersonal and relationship-building skills. Excellent communication skills – able to communicate effectively at different levels. Excellent presentation skills. Excellent organisational skills.	Negotiation skills. Networking skills.	Application Form Interview
KNOWLEDGE	Highly computer literate - Microsoft Office packages.	Knowledge of the Bolton area. Knowledge of data protection legislation in relation to fundraising, and fundraising regulation / codes of practice. Working knowledge of fundraising databases / CRM systems.	Application Form Interview

Continued overleaf...

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<i>PERSONAL ATTRIBUTES</i>	<p>Self-motivated and able to use initiative.</p> <p>Able to plan, manage and prioritise own workload, and work on a number of projects simultaneously.</p> <p>Able to work under pressure and to deadlines.</p> <p>Strong teamwork ethic.</p> <p>A commitment to the vision and values of Bolton Hospice.</p> <p>A full driving licence and access to a vehicle insured for business use subject to the Equality Act 2010.</p> <p>Willingness to work some evenings and weekends to fulfil the requirements of the post.</p>	<p>Commitment to continuous professional development.</p>	<p>Application Form</p> <p>Interview</p>