



THE FRIENDS OF THE WISDOM HOSPICE

JOB DESCRIPTION

JOB TITLE	Community Fundraiser
SALARY	£18,000 to £22,000 (salary dependent on experience and qualifications)
HOURS	37.5 Hours per week (flexibility is essential as evenings and weekend working will be required)
HOLIDAY	25 paid days per year
START DATE	March 2017
PROBATION PERIOD	6 months
REPORTS TO	Chief Executive
RESPONSIBLE FOR	Ensuring The Friends' charitable income is maximised and the awareness and profile of the Wisdom Hospice is maintained through the development of an exciting range of fundraising events.

JOB SUMMARY

We have a terrific opportunity for a motivated, creative Community Fundraiser to join our well-respected and much loved local hospice charity at The Wisdom Hospice. You will be based in Rochester covering the communities of Medway and Swale.

We are looking for a self-starter someone who is proactive and keen to get out and about in the local community and build strong, lasting relationships and to generate income for the charity.

You will be responsible for establishing and developing a range of fundraising events as well as managing a network of fundraisers and volunteers, building relationships with local organisations, schools and community groups in order to identify fundraising opportunities within our area. You must be able to produce and work to a budget for each event. A good multitasker you will also be able to demonstrate good time management skills and the ability to work to tight deadlines. You must be able to work well under pressure.

Our wish list includes: previous experience in a fundraising role; proven ability to meet income targets; confident public speaker; effective networking skills, ability to motivate and influence people, and the ability to build relationships with a diverse range of people. We are ideally looking for someone from a community fundraising background who can hit the ground running, but we are also willing to consider those with experience in other income streams with a real passion and desire to get into community fundraising.

The role will require you to have a good local knowledge and to travel within throughout Medway & Swale, so you must hold a full licence and have your own transport.

MAIN DUTIES AND RESPONSIBILITIES

- 1) To maximise income through developing and managing events and support within the charity's catchment area.
- 2) Working within the Fundraising Team in developing strategy and growing our events portfolio.
- 3) To produce a sales and marketing plan for each event, to ensure that event participant numbers and sponsorship levels are maximised.
- 4) To act as a point of contact for the Fundraising Team for all enquiries relating to our events; responding to telephone and email messages as appropriate.
- 5) To work with the Fundraising Team developing and managing a variety of events whilst ensuring the Chief Executive is kept regularly updated on all activity.
- 6) Maintaining cover for The Friends office should the Chief Executive/Fundraising Team be absent.
- 7) To assist in the recruitment of volunteers, to co-ordinate and supervise them both in the office and at events.
- 8) To ensure that all donations, or enquiries received, are efficiently processed, recorded and acknowledged.
- 9) To liaise with venues and contractors regarding event requirements to ensure excellent service and a successful event.
- 10) To cover a proportion of cheque collections, photo opportunities and talks both to schools and supporter groups, and to liaise with members of the community as an ambassador for The Friends at all times.
- 11) Provide an excellent standard of fundraising support to the general public and third-party fundraisers.
- 12) Building on our recent successes in Swale a particular focus for this role will be to support existing and to develop new campaigns in the Swale area

Fundraising/Marketing Support

- 1) Working as part of the Fundraising Team to develop and grow income through our own fundraising events, collections, sale of merchandise and community events ensuring targets are met year on year.
- 2) To develop, maintain and keep The Friends' database up-to-date, including the input of donors' details, production of reports and queries as required.
- 3) Be available to support the team at key events for the hospice and any other events that the Fundraising Team require.
- 4) To maintain an up-to-date record of stock for collection boxes and related items and merchandise and monitor income and expenditure.
- 5) To be responsible for organising and obtaining permits for all fundraising activities, and ensure that accurate records are maintained and returns are submitted to the relevant authorities in good time.
- 6) To produce and distribute publicity for the events of both for The Friends and our supporters, maintaining the consistency of The Friends' brand and our messages.
- 7) A working knowledge of social media platforms for marketing and PR.
- 8) Working with the Fundraising Team to supply copy for newsletters, maintaining/updating The Friends' website.
- 9) To work primarily in the community to familiarise the public with and develop the profile of The Friends of the Wisdom Hospice encouraging new supporters.
- 10) To actively grow our volunteer base for fundraising duties.
- 11) To undertake any other duties as directed by the Trustee Directors or Chief Executive.

Team Support

- 1) To work alone or as part of the team to maintain a relationship of loyalty, mutual trust with The Friends and Wisdom Hospice supporters.

- 2) To act professionally at all times and present a united fundraising front and maintain The Friend's reputation when working with volunteers and the public.
- 3) To recruit and foster good working relations with the fundraising volunteers and provide help and support to those who may undertake administrative duties.
- 4) To foster good working relations with the team and support them in their efforts to increase income.
- 5) The post holder must be prepared to attend out of normal hours fundraising events and cheque collections, as required and must have use of a car.

ADDITIONAL REQUIREMENTS OF POSTHOLDER

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matters during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

DBS CHECKS: All applicants will be subject to an enhanced Disclosure and Barring Service check.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.

EQUAL OPPORTUNITES: The Friends are committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by The Friends.

HEALTH AND SAFETY: The Friends requires all employees, when at work to, take reasonable care for the health and safety of themselves and others that may be affected by their acts or omissions in carrying out their work. To co-operate with The Friends and Wisdom Hospice in its statutory duties. Not interfere with or misuse anything provided in the interest of health and safety.

IDENTITY BADGES: Friends' ID badges must be worn at all times whilst carrying out your duties.

SMOKING: The Friends acknowledges its responsibility to provide a safe, smoke-free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty either on or off site.

NB - Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of The Friends and Council of Management.

The post holder will be expected to perform any other such duties as might reasonably be required by the Employer and will work in accordance with all Friends' Policies and Procedures.

In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking account any special circumstances that may exist.

Person Specification for Community Fundraiser

	Essential	Desirable
Education & Training		
Good standard of education to A Level Standard	X	
Educated to Degree Level Standard		X
Experience		
Previous Fundraising experience	X	
Events management experience	X	
Managing Volunteers	X	
Database Management		X
Understanding of the charitable sector	X	
Understanding of the hospice sector		X
Skills		
Good time management	X	
Attention to detail	X	
Able to prioritise tasks	X	
Good communicator (verbal and written)	X	
Computer literate	X	
Creative	X	
Ability to develop and work to a budget	X	
Problem solving	X	
Diplomatic	X	
Team worker	X	
Presentation skills	X	
Hold a clean, current full driving licence	X	
Personality		
Honest and reliable	X	
Engaging	X	
Good networker	X	
Confident	X	
Out going	X	
Flexible	X	
Adaptable	X	