



## COMMUNITY FUNDRAISER - JOB DESCRIPTION

As a Community Fundraiser, you will play a vital role in the Community Fundraising team. Primarily focusing on our children's hospice, Chestnut Tree House, and covering the East Sussex patch, you will be part of a team that works across both hospices.

- You will be responsible for delivering activity to maximise fundraising from our community, including schools, individuals, local businesses and community groups. You will proactively recruit, grow and nurture supporters, empowering them to manage their own fundraising activities.
- Crucial to your role will be building strong and lasting relationships with supporters, colleagues and volunteers, positively engaging with members of the public and maximising all fundraising opportunities across your patch.
- You will be able to deliver a gold standard supporter journey, being able to inspire current and new relationships.
- Working together with teams across the organisation, you will contribute to a culture of innovation and collaboration to maximise the overall fundraising objectives.

### What you'll do:

#### Principle duties and responsibilities

- Contribute to the planning of, and take responsibility for your part in, the delivery of effective Community Fundraising.
- Support the Community Fundraising strategy by actively promoting Chestnut Tree House and all aspects of our work to local businesses, schools, community organisations, volunteer groups, and individuals.
- Motivate and influence Chestnut Tree House supporters to independently manage their own fundraising activities, with your support.
- Work closely with the Marketing and Digital teams on the production of materials and social media for events and fundraising activity in the community.
- Prepare and deliver individualised communications, presentations and assemblies for our diverse range of audiences.
- Attend and run activities at a variety of community events when required, to ensure a strong presence from the hospices in our community.
- Identify and implement new fundraising opportunities and initiatives.
- Work closely with the other Community Fundraisers to ensure shared knowledge, a joined-up approach and a strong team ethic.
- Act as a fundraising advocate within the community. Uphold our values, and communicate with enthusiasm, credibility, conviction and knowledge.
- Play an active role within the organisation, promoting positive, effective cross-team working, innovation, and best practice.
- Keep up to date with all fundraising legal implications and be a point of reference for supporters.



## What you'll bring:

### 1. Experience

- Proven experience (at least 1yr) in a fundraising role or similar.
- Demonstrable experience in monitoring your own income budget and expenditure against agreed targets. Continuous analysis of income data, identifying trends, evaluating activity and ROI, and ensuring key learnings and insight are fed into planning and budgeting of future activity as appropriate.
- Demonstrated success in coordinating events, campaigns and initiatives.
- Familiarity with databases and CRM systems.
- Able to provide direction, energy and capability to lead fundraising volunteers at community events.

### 2. Skills

- Excellent communication skills, both written and verbal.
- Strong interpersonal skills with the ability to build and maintain relationships with a wide range of audiences.
- Proficient in using Microsoft Office Suite.
- Ability to work under own initiative, and plan and manage own time.
- Detail-oriented and highly organised with the ability to manage multiple tasks and deadlines effectively.

### 3. Knowledge

- Understanding of fundraising principles, best practices, and ethical standards.
- Knowledge of Community Fundraising and the different fundraising channels.
- Awareness of current trends and innovations in fundraising.

### 4. Attitudes and behaviours

- Passion for the vision of both St Barnabas and Chestnut Tree House/Adult and Children's hospice sector.
- Alignment with the values for both St Barnabas and Chestnut Tree House.
- Ability to work collaboratively as part of a team.
- Proactive and self-motivated with a positive and can-do attitude.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Willingness to work occasional evenings or weekends for events and campaigns.
- Ability to represent the organisation professionally and ethically.

Personal grief must be resolved sufficiently to perform and cope in the palliative care setting.

## The details:

The role reports to: Community Fundraising Manager

The contract is: Permanent

The hours are: 37.5 hrs per week.

This role will require occasional weekend and evening working, for which time off in lieu will be given. It is important to note there is a physical element to this role. For occasional events, you will be required to lift and carry fundraising equipment, and load and unload equipment into vehicles. You will not have to do this alone, and full training will be given.

You'll be based at our offices in St Barnabas House, with some opportunity to work from Chestnut Tree House, Martlets and home working (hybrid).

## OTHER DUTIES

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

## ASSISTANCE

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

## CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

## DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

## HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions, and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

## SAFEGUARDING

All staff and volunteers are required to be aware of and adhere to St Barnabas Hospices' safeguarding policies and attend the appropriate training as and when necessary.

## JOB DESCRIPTION

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.