



Community Partnerships and Events Fundraising Officer

Hours:	21 hours per week (part time)
Base:	Whitefriars, Lewins Mead, Bristol, BS1 2NT
Term:	Temporary Contract, 12 months
Reports to:	Community Fundraising, Events & Volunteer Manager
Salary:	£27,781 pro rata

Job Summary

The community fundraising team steward some of our most passionate supporters, work with dedicated volunteers and community groups and lead on the charity's flagship events.

As a key member of the team, you'll be responsible for harnessing the power and passion of fundraisers in the community and within the hospitals, motivating and inspiring them to maximise their support. You will recruit new supporters, build relationships and deliver excellent stewardship to lock in long term and sustainable support.

The core objective of this role is to increase the levels of voluntary income raised by communities in Bristol, Weston-Super-Mare and the surrounding areas, focusing on building relationships and partnerships within community organisations such as rotary clubs, sports clubs, schools and university groups. Examples of how you might achieve this include proactively recruiting supporters, building partnerships, promoting participation in events, both organised by Bristol & Weston Hospitals Charity and third parties, and pitching for support. You will offer exceptional donor care, encouraging supporters, creating long-lasting, sustainable support.

You will work across our Bristol & Weston Hospitals Charity flagship event and our Christmas programme of events, and be heavily involved in our growing third-party event series. You will be highly involved in the event planning, stewardship of our supporters and on-the-day event logistics.

This post offers an excellent opportunity to be at the forefront of community fundraising in the local community, shaping and delivering supporter journeys, developing relationships and organising events as part of a close, collaborative and supportive team.

The role is currently 21 hours per week, but we may consider more hours for the right candidate.

Role

- To achieve agreed financial and non-financial targets at an acceptable cost-to-income ratio
- Recruit new fundraisers to support Bristol & Weston Hospitals Charity and act as the initial point of contact for potential and existing community supporters and fundraisers, delivering excellent supporter stewardship throughout their journey
- Actively build relationships with community groups, local businesses, schools, sports clubs and community organisations such as rotary clubs
- Support the smooth planning and delivery of Bristol & Weston Hospitals Charity fundraising events
- Motivate and inspire individuals and groups to support Bristol & Weston Hospitals Charity, offering outstanding donor care and effective stewardship and giving appropriate advice about their fundraising activities
- Work with the Brand & Marketing Team to support the development of community fundraising campaigns, promote events, and profile individual fundraisers
- Work with the Hospital Partnerships Manager to provide support to hospital staff in their fundraising efforts
- Work closely with the team to swap and generate leads
- Attend events, cheque presentations, photo calls and deliver presentations to build relationships with the community and promote Bristol & Weston Hospitals Charity
- Research and recommend new ways of raising funds and generating income through community fundraising
- Ensure all third parties that deliver services or fundraising for us are representing the values of Bristol & Weston Hospitals Charity
- Work with the Community Fundraising, Events & Volunteering Manager to produce regular reports, monitoring progress against key performance indicators, and provide regular analysis of work areas as required
- Adhere to the highest standards of community fundraising best practice as set out in the Fundraising Regulators Fundraising's Code and ensure that all activities comply fully with the relevant Data Protection obligations and any other legislation.

General information

Due to the dynamic nature of the sector we work in, job descriptions are subject to review. Jobholders are expected to be flexible and may be required to undertake duties which are not described in those above. Reviews will be undertaken when necessary by line managers in consultation with post holders.

The charity's normal working hours are 35 hours a week, but it will be necessary to be flexible due to the nature of our fundraising activity. Time off in lieu is offered in return.

The staff work as a team and, as a small team, we expect all our staff to support each other and have the flexibility to get involved in activities at weekends and evenings as and when it is needed and appropriate.



Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the charity as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Additional work

You are required to disclose any additional work you undertake or are planning to undertake for another employer. The charity will permit you to undertake this additional work providing the Trustees are satisfied that this does not conflict with the interests of the organisation, performance of your normal duties or with the requirements of the Working Time Regulations.

Person specification	Essential	Desirable
Experience		
Evidence of raising funds in community fundraising (or similar) with a track record of meeting and exceeding targets.	X	
Experience of recruiting new fundraisers and providing excellent stewardship.	X	
Direct experience of working with community groups or local organisations, generating new leads and managing partnerships.	X	
Experience of planning, organising and delivering new projects and/or events.	X	
A track record of generating and building strong, lasting relationships with supporters.	X	
Experience of using online fundraising platforms		X
Skills and attributes		
Excellent written and verbal skills with a flair for giving presentations and dealing with large groups.	X	
Ability to express the vision and achievements of the charity effectively and passionately to a variety of audiences.	X	
Excellent interpersonal skills - a real people person.	X	
Ability to work on own initiative, self-directed and motivated.	X	

Well organised, able to prioritise and manage time effectively and work to tight deadlines with excellent attention to detail.	X	
Ability to build relationships quickly able to connect with and engage, motivate and influence a wide range of people.	X	
Ability to show empathy and tact with supporters, particularly those who are fundraising in memory of a loved one.	X	
Work well as part of a team with a collaborative, flexible and supportive approach.	X	
Dynamic, innovative and adaptable approach to all tasks.	X	
Able to find creative solutions to problems and not afraid to make informed decisions.	X	
A flexible “can-do”, proactive, enthusiastic and approachable style.	X	
Knowledge and qualifications		
Experience of fundraising database, ideally Raiser’s Edge.		X
Experience of working in the charity sector, ideally in a health-based charity.		X
Competent level of IT skills to include use of Microsoft Office programs, databases and ability to produce succinct and informative reports.	X	
Knowledge of the Chartered Institute of Fundraising code of practice.		X
Relevant professional fundraising qualification.		X
A valid UK driving licence and access to a car.	X	