

Events Fundraiser Recruitment Pack

April 2026

Full-time contract until September 2028



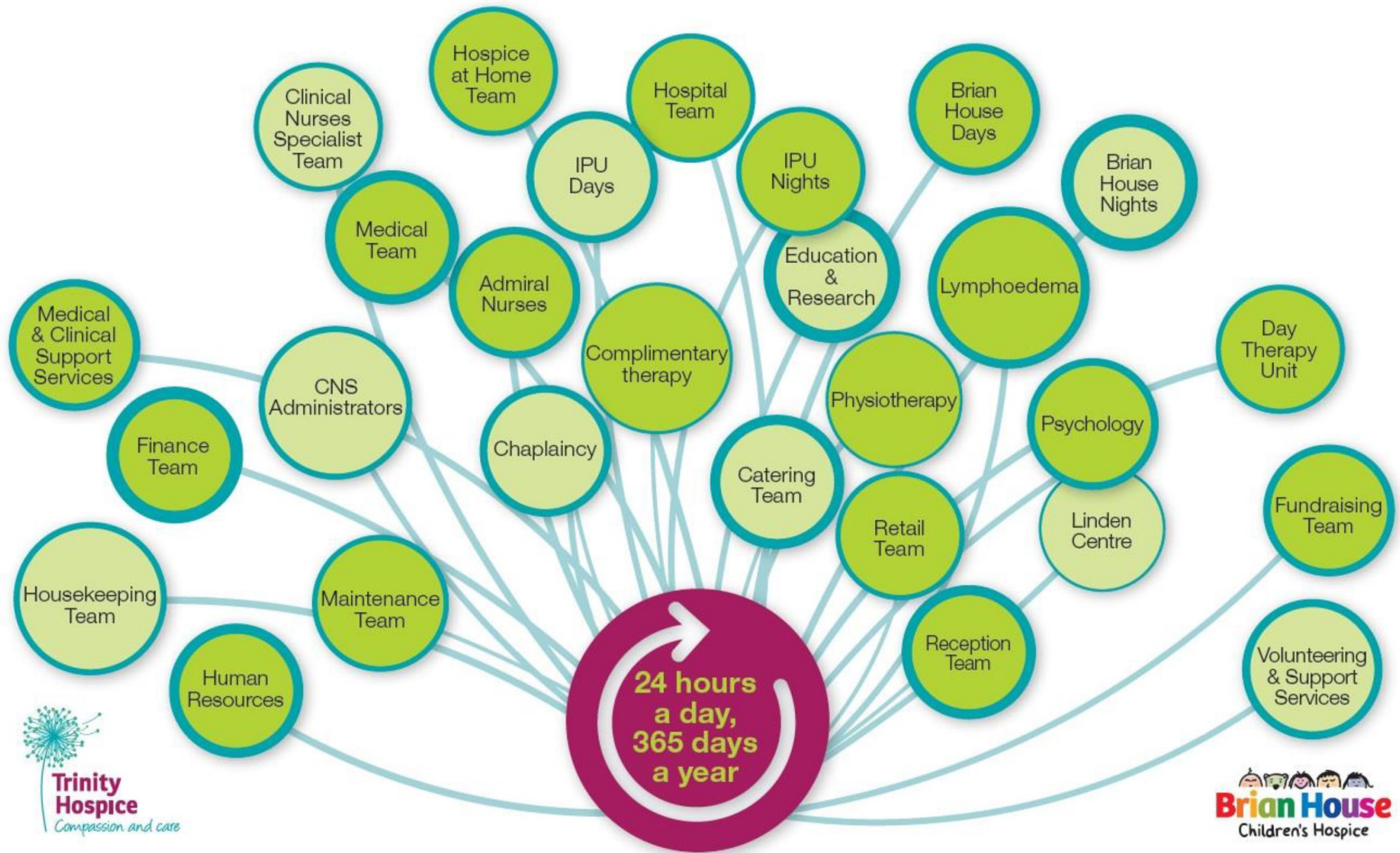
A hospice
without
walls



Trinity Hospice is a registered charity
providing **excellence in palliative care** across
Blackpool, Fylde and Wyre

www.trinityhospice.co.uk
Registered Charity 511009
Low Moor Road, Bispham, Blackpool, FY2 0BG

Trinity Hospice - a hospice without walls



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Across our community people work tirelessly to raise vital funds to support our work. Because of their incredible support we are able to be there for all those who need us along the Fylde coast. Our supporters are an extension of our hospice team and are very much appreciated by everyone at Trinity.

”

Welcome

Dear Candidate,

Thank you for your interest in our current vacancy for an Events Fundraiser to join the Fundraising & Communications Team at Trinity Hospice and Brian House Children's Hospice.

This is an exciting opportunity to become part of a passionate and dedicated team at a pivotal time for our organisation. This temporary role has been created to provide cover during an internal secondment, enabling us to deliver our second large-scale art trail in 2028, following the outstanding success of Elmer's Big Parade Blackpool in 2024.

The upcoming art trail represents a major moment for our charity, building on a proven model that engages communities, attracts significant support, and raises vital funds for hospice care. As such, we are looking for an enthusiastic and capable individual who can help ensure the continued success of our wider events programme during this period.

As an Events Fundraiser, you will play a key role in the planning, promotion and delivery of a diverse portfolio of fundraising events, supporting both participation and income growth. You will work closely with the Events Manager to deliver high-quality, safe and engaging experiences, while providing excellent stewardship to our supporters throughout their journey.

The role requires a highly organised and creative individual, with experience in event delivery, supporter engagement and working towards financial targets. You will be responsible for managing multiple projects, analysing performance and collaborating with colleagues, partners and volunteers to maximise the impact of our events programme.

We are particularly interested in candidates with experience delivering large scale mass participation events, who bring energy, innovation and a strong commitment to delivering exceptional supporter experiences. In return, you will have the opportunity to contribute to a meaningful cause, working within a supportive team environment that values collaboration, creativity and continuous improvement.

If you are passionate about events, fundraising and making a real difference in your community, we would love to hear from you.

To apply for this role, please complete our application form available online, or alternately send your CV and a covering letter to Julie.crooks@nhs.net.

Should you wish to discuss the role and your application further please feel free to call Kayleigh Penn, Events Manager on 01253 952556, or alternatively email kayleigh.penn1@nhs.net

Yours sincerely



Kayleigh Penn
Events Manager

Our services

We touch the lives of around 8,000 people every year, supporting patients and their families physically, emotionally and spiritually.

We have a wide range of services to help people where they're at, based on both the hospice building, but also, and increasingly so, outside the hospice either in the community or in people's own homes.

Our services are tailored to each person's individual needs to improve their quality of life and relieve the stress serious illness brings. Trinity patients come from all backgrounds, all faiths and from all parts of the Fylde coast. We never forget that each of our patients has a unique history and we always see the person, not their illness.

Trinity's Family of Services

- In-patient care from our team of specialist doctors, nurses and healthcare professionals on a 14-bedded unit - 24 hours a day, every day of the year
- Supporting people through our Living Well Service to help patients maintain independence and supporting physical, psychological and spiritual wellbeing
- Extending our care beyond our building with our Community Palliative Care Team, providing care and support at home and in care homes, as well as in hospital with our Hospital Palliative Care Team
- Supporting patients at home with bed-side monitoring through our new Virtual Ward
- Providing hospice care during the night in people's homes through Hospice at Home
- Supporting some of the Fylde coast's most vulnerable children and their families through our dedicated children's hospice, Brian House
- Empowering patients to live well with Dementia through our Admiral Nurse Team
- Specialist treatment and advice through our Lymphoedema clinic
- Counselling and bereavement support through the Linden Centre, supporting patients and those they love through very difficult times



Our business objectives

Enabling compassionate care and support:

we will work with our partners to make sure palliative patients know their choices and receive only the best care from us

Improving our effectiveness:

we will comply with all quality standards while making sure that we continue to reach all who need us using donated funds wisely

Investing in our people:

we will do everything we can to make our staff the most skilled professionals in their areas of work and ensure they know their value to our organisation and in our community

Financing our future:

we will continue our work to grow our income so that we can ensure we are able to care for all who need us on the Fylde coast today and in the future





Job Description

Events Fundraiser Job Description

Job Title:	Events Fundraiser
Department:	Fundraising, Marketing & Communications
Accountable to:	Events Manager
Salary:	£30,000 - £32,000 depending on experience
Hours of work:	37 hours per week
Position:	Interim position until September 2028
Location:	Blackpool, with some opportunity to work from home. We are seeking a minimum of 4 office-based days per week

Job Summary:

To support the Events Manager in the development, delivery and growth of Trinity Hospice & Brian House's events programme. The role will lead on the planning, promotion and operational management of a portfolio of fundraising events, ensuring an exceptional supporter experience and maximising participation and income.

Key Responsibilities:

1. Event Planning & Delivery

- Work with the Events Manager to develop, plan and deliver a varied programme of hospice-led fundraising events across Blackpool, Fylde and Wyre.
- Lead on the operational planning, delivery and on-the-day management of allocated events to ensure safe, professional and memorable experiences for supporters.
- Create detailed project plans, budgets, timelines, promotional plans and post-event evaluations for each activity.
- Develop comprehensive safety documentation including Event Management Plans, risk assessments, method statements and contingency planning.
- Liaise with local authorities, Safety Advisory Groups (SAG), emergency services, medical providers and external agencies throughout planning and delivery to ensure compliance and best practice.

2. Supporter Recruitment, Experience & Stewardship

- Provide first-class stewardship to participants throughout registration, training and fundraising stages.
- Work with the Marketing and Communications Team to ensure consistent, inspiring and tailored messaging across email, social media and event collateral.
- Deliver exceptional on-the-day supporter care, creating a warm and welcoming event environment that reflects Trinity and Brian House values.

3. Data, Insight & Reporting

- Work closely with the Database Team to ensure accurate use of the CRM database (Donorflex), maintaining high-quality supporter data and effective audience segmentation.
- Analyse event performance against KPIs and financial targets, providing clear reports, insight and recommendations for improvement.
- Use data to inform planning, forecasting, marketing and stewardship strategies.

4. Compliance, Governance & Safety

- Ensure all activities comply with relevant legislation.
- Embed requirements of the Fundraising Regulator's Code of Practice across all activities.
- Oversee the safe recruitment, briefing and deployment of volunteers, marshals, contractors and suppliers, ensuring they hold appropriate insurance and safety credentials.

5. Collaboration & Relationship Development

- Work with colleagues across the Fundraising Team, sharing learnings and supporting other activities when required.
- Support the Corporate Fundraiser to cultivate and steward corporate partners, securing sponsorship, match-funding and in-kind support to enhance event success.
- Develop strong networks with event and fundraising professionals across hospices and charities in the North West to benchmark, share learning and identify industry trends.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

General Responsibilities

- Be a cooperative and supportive member of the Fundraising Team, ensuring your line manager is aware of workload pressures that may affect other members of the team.
- Undertake mandatory training as required by Trinity Hospice & Palliative Care Services and participate in relevant in-service training.
- Maintain strict confidentiality at all times, particularly in relation to patients, staff, donors and volunteers.
- Participate in annual appraisal and personal development reviews and take responsibility for ongoing professional development.
- Manage volunteers within your area of responsibility and maintain effective working relationships, providing regular feedback.
- Ensure compliance with all organisational policies, procedures and new systems or technologies introduced.
- Provide cover for colleagues where required.
- Ensure all activities comply with relevant legislation and best practice.
- Take responsibility for compliance with Health and Safety policies and procedures.

Measures of Performance

- The successful delivery of event portfolio
- Contribution to department's finance targets & achieving strong ROI on events
- Demonstration of creativity, particularly in the development of new idea
- High quality donor care
- Understanding and interpretation of results, performance and sector trends
- Strong working relationships with colleagues and volunteers across the organisation
- Uphold Trinity Hospice values and ways of working through all activities

Key Competencies

- Planning and organisation
- Creativity and innovation
- Time Management
- Communication

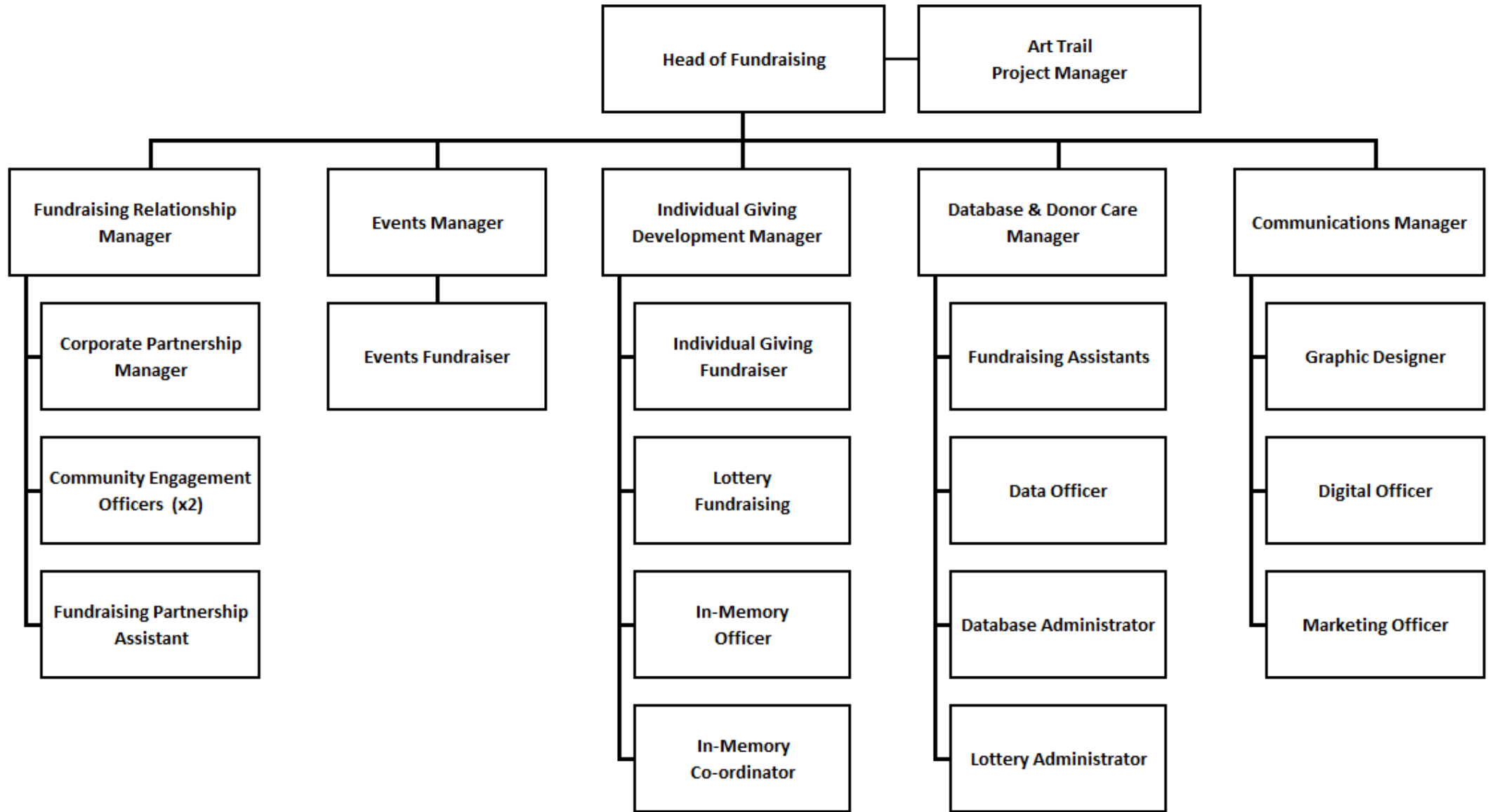
Special Conditions

- Travel regularly within Blackpool, Fylde and Wyre; mileage paid monthly.
- Work flexibly, including evenings and weekends at hospice-led events.
- Hold a full driving licence with access to a vehicle insured for business use.

Events Fundraiser Personal Specification

CRITERIA	E	D	ASSESSMENT
Qualifications			
▪ Good standard of education (5 GCSEs or equivalent including Maths and English)	✓		Application form
▪ Fundraising or events qualification		✓	Application form
Experience			
▪ Experience working in an events or fundraising role.	✓		Application form/Interview
▪ Proven experience leading the development and delivery of large, high profile, mass participation events, from inception to delivery	✓		Application form/Interview
▪ Experience in marketing and promoting a wide range of events to a range of different target audiences through varied media channels	✓		Application form/Interview
▪ Marketing and promoting a wide range of activities to a range of different target audiences through varied media channels	✓		Application form/Interview
▪ Proven ability to balance a demanding working load with multiple ongoing projects and meet tight deadlines	✓		Application form/Interview
▪ Proven experience of meeting financial targets and managing expenditure budgets		✓	Application form/Interview
▪ Experience of dealing with the public to raise money and promote activities.		✓	Application form/Interview
▪ Using databases for marketing and promotion activities as well as donor care and financial reporting		✓	Application form/Interview
▪ Supervising with volunteers and working with a range of different audiences and individuals		✓	Application form/Interview
Personal Skills and Characteristics			
▪ Excellent communication skills	✓		
▪ Excellent team working skills	✓		
▪ Creative and innovative	✓		
▪ Excellent organisational and time management skills	✓		
▪ Excellent attention to detail and accuracy	✓		
▪ Works well under pressure	✓		
Other			
▪ Full driving licence, with access to own car and appropriate business insurance	✓		
▪ Willingness and ability to work outside of office hours, including weekends.	✓		
▪ Willingness to attend courses and conferences to widen understanding and skills of fundraising and events.	✓		

Team Structure



** Department structure subject to change to meet the experience of appointed candidate*

Portfolio of events



BEAVERBROOKS BLACKPOOL 10K FUN RUN

SUNDAY 10TH MAY

SKYDIVES - JUMP FOR JOY - CELEBRATING 30 YEARS OF BRIAN HOUSE
SATURDAY 2ND & SUNDAY 3RD MAY AS WELL AS SATURDAY 12TH & SUNDAY 13TH SEPTEMBER

BRIAN HOUSE GOLF DAY

THURSDAY 21ST MAY

BEAVERBROOKS BIKE RIDE

SUNDAY 14TH JUNE

BLACKPOOL COLOUR RUN

SATURDAY 18TH JULY

BLACKPOOL NIGHT RUN

WEDNESDAY 2ND SEPTEMBER

YORKSHIRE THREE PEAKS

SATURDAY 5TH SEPTEMBER

BORN SURVIVOR

SATURDAY 12TH SEPTEMBER

ANNUAL FUNDRAISING BALL

SATURDAY 26TH SEPTEMBER

BLACKPOOL GLOW WALK

SATURDAY 3RD OCTOBER

BLACKPOOL SANTA DASH

SUNDAY 6TH DECEMBER

LIGHT UP A LIFE

SUNDAY 13TH DECEMBER

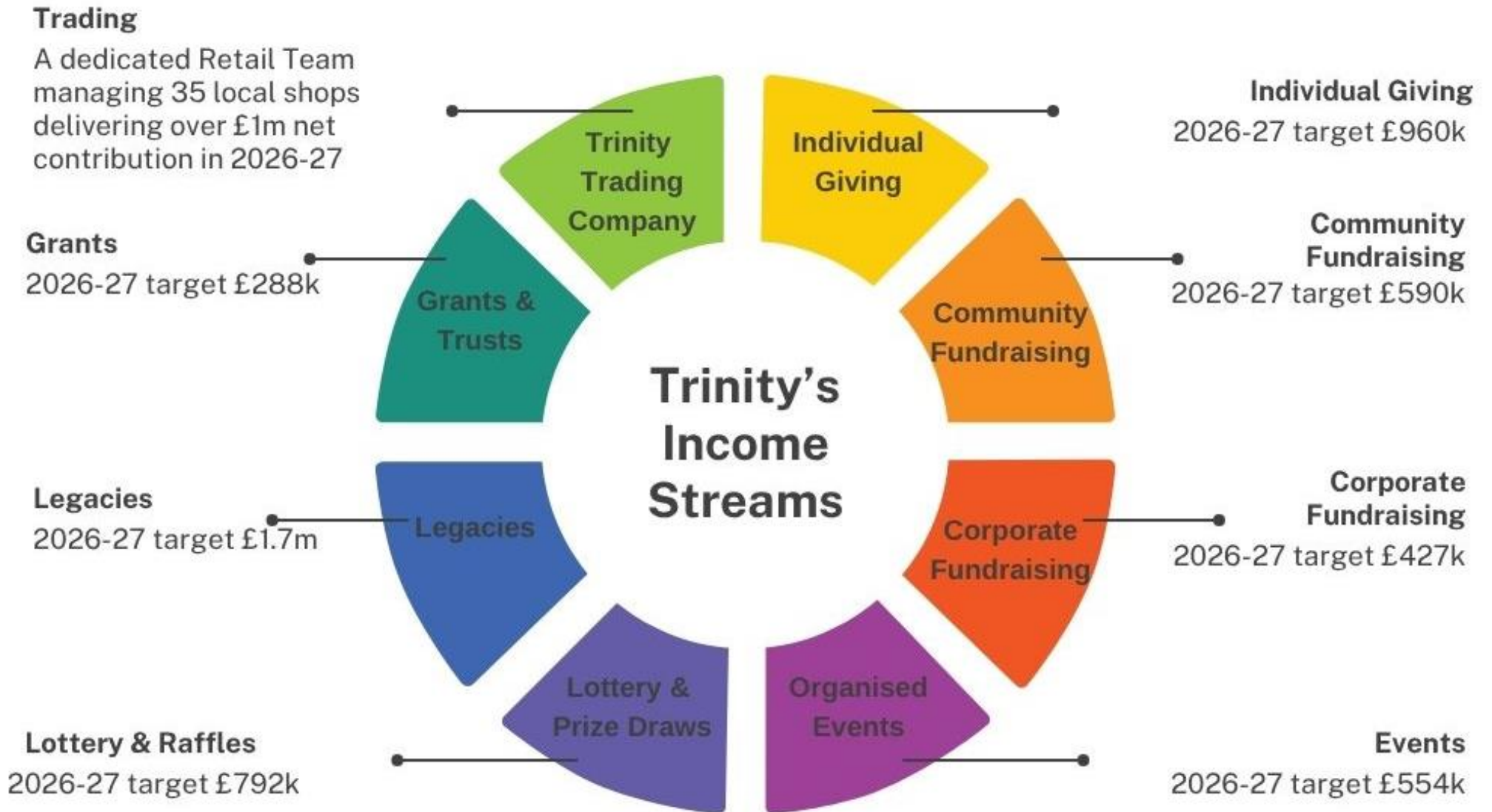


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A hospice isn't a place full of death - it's a place full of life, where every day is extraordinary! Whichever role you work in across the hospice, you play a vital part in delivering our care and support to all those who need us along the Fylde coast

”

Income Streams & Fundraising Activities



Our impact

We cared for more than **3,155** patients and **465** carers/loved ones across our family of services.

WITH AN
AVERAGE OF...
admissions



356 patients were admitted to the **In-patient Unit**

HOSPICE AT HOME



OUR HOSPITAL TEAM

supported **2,102** patients making **6,126** visits by the Hospital Palliative Care Team to inpatients in Blackpool Victoria Hospital

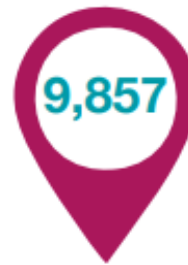
TRINITY HOSPICE'S COMMUNITY PALLIATIVE TEAM

supported
1,671
PATIENTS



81 children were given support at **Brian House** with 30 new children referred

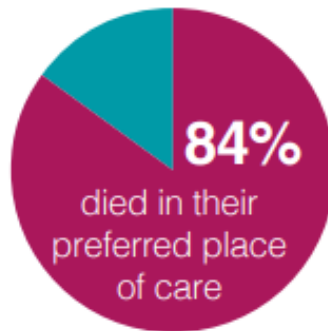
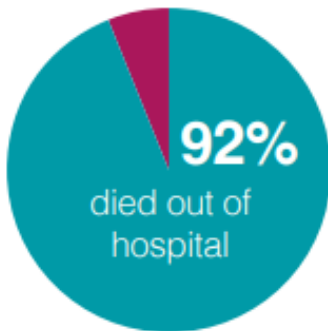
Total number of face-to-face Lymphoedema appointments 798



VISITS

were made to people at home

Of those **patients** known to the community service...



had a **non-cancer** diagnosis

Bereavement
Counselling

497

Butterfly Suite used for

25
days

That's much more than the national average

We ran a total of **2,206 Adult One-to-One** Counselling Sessions and **407 groups**



We ran a total of **243 Child One-to-One** Counselling Sessions



Terms and Conditions

These terms and conditions of employment are a brief outline of the contract.

Job Title	Events Fundraiser
Contract	Interim position until September 2028
Salary	£30,000-£32,000 (depending on experience)
Annual Leave	38 days (inclusive of Bank Holidays)
Hours of Duty	37 hours per week with some evenings & weekends required

Sick leave entitlement		
Period of Continuous Service	Months at Full Pay	Months at Half Pay
Less than 4 months	1	NIL
Over 4 months and up to 12 months	1	2
During second year	2	2
During third year	4	4
During fourth and fifth year	5	5
After 5 years	6	6

Probationary Period	Three months
Appointment	Subject to satisfactory medical examination, references, enhanced DBS, copy of qualifications where relevant and proof of eligibility to work in the U.K.
Benefits	<ul style="list-style-type: none">- Free onsite parking- Subsidised onsite canteen- Time off in lieu- Generous annual leave entitlement- Purchases through salary sacrifice scheme- Access to training and development opportunities- Access to a free confidential employee helpline- Investment in your wellbeing- Eligibility for NHS Blue Light Care
Pension Scheme	NHS Superannuation Scheme where applicable, Group Personal Pension Scheme

Our commitment

- People feel valued, supported and listened to, with open channels for feedback and a leadership culture that promotes psychological safety and compassion.
- People grow and develop throughout their careers, with access to meaningful development opportunities, clear progression and high-quality support.
- People work in an inclusive, safe and flexible environment, where equity is actively championed, wellbeing is prioritised, and flexibility enables balance.
- People are proud to contribute to our shared mission, motivated by purpose and connected to the impact they make on patients, families and the wider community.



“ *In the 10 years I've been at Trinity, I have been supported to gain my professional qualifications which have then led to internal promotions. At every step, I feel wholly supported in progressing my career at Trinity, placing value not only on the work that I do, but also the potential I can achieve.* **”**

“ *Since starting at Brian House in 2018, my career has developed to meet the changing need of our children and their families. Covid changed a lot for Brian House, restrictions reduced the amount of children we could care for in the hospice and therefore we moved our care into their homes and wider community. As covid restrictions lifted, and we returned back to in-patient services we noticed the need to continue our community care. Due to this my career has been able to progress and develop and provide our community services.* **”**



“ *Having never worked in the third sector before, I had no expectations of an induction into Trinity. I thought that working in the database team would require me to hit the ground running, which is indeed what has happened. BUT I have been given the tools and support to do this all whilst taking in the role, getting to know the wider organisation and being made to feel inclusive and part of the team from day one. My induction process was comprehensive and fluent as was the recruitment, and I can already see the difference I make daily to this incredible charity.* **”**

“ *I'd been a District Nurse for 20 years before coming to Trinity Hospice. I knew I had the right skills to support our community at the end of life, and to lead our clinical teams to deliver exceptional care to people at the end of life. What I wasn't prepared for was the difference working for a hospice made to me and those around me. At Trinity, we get time to talk; to hold hands and offer our special hug – our Trinity Dust – and make a very sad and difficult time all the more easier for our patients and their loved ones.* **”**



Our values

Our values underpin not just what we do, but how we do it! In every part of Trinity our Values speak volumes about the services we provide to patients and their families and about our relationships with supporters, suppliers, members of the public and each other.

We are always:

Caring

Adaptable

Responsible

Excellent

Socially engaged

In other words: Trinity CARES

"Enabling Compassionate Care on the Journey to End of Life"

Caring

We always

- Provide care with skill and compassion that is person and family centred.
- Truly listen in order to provide appropriate, warm-hearted and honest support.
- Place 'caring for patients and those important to them' at the heart of our actions.
- Respect and value individual differences.
- Support colleagues and volunteers at all times.
- Share our knowledge and expertise with others.

Adaptable

We always

- Respond positively and flexibly to challenges.
- Strive to ensure all we do is of high quality and compliant in accordance with changing regulations.
- Work across sectors (voluntary, public, and private) to maximise our impact.
- Develop effective collaborations based on mutual respect and trust.

Responsible

We always

- Clearly communicate expectations so that everyone knows what is required of them.
- Demonstrate a 'can do' attitude and are accountable for our individual actions.
- Investigate complaints carefully and honestly to ensure continuous improvement.
- Share compliments and celebrate successes to learn from good practice.
- Ensure effective teaching and provide exceptional learning opportunities around end-of-life care.
- Maximise our impact by effective team working.

Excellent

We always

- Develop and apply our professional expertise in palliative care.
- Encourage others to share ideas and learning.
- Aspire to provide exceptional professional performance in all roles.
- Promote learning and development for all
- Recruit competent individuals who share Trinity's values.
- Strive for improvement every day - as everyone makes a difference.
- Challenge assumptions and strive for cutting edge solutions.
- Add new knowledge through high quality audit and research.

Socially engaged

We always

- Work with our community to achieve high quality care at the end of life, for all who need it.
- Provide meaningful and satisfying employment and volunteering opportunities.
- Fund services through ethical and transparent fundraising.
- Share Trinity's expertise to benefit the wider hospice and Palliative Care community.
- Speak up for vulnerable individuals, or disadvantaged groups, who need palliative care.
- Endeavour to be environmentally and financially sustainable to benefit future generations.
- Use resources well, to maximise our shared compassionate cause.



**Trinity
Hospice**

Compassion and care



Reaching everyone who needs us

Our five year plan for hospice care
on the **Fylde Coast**

Low Moor Road, Bispham, Blackpool FY2 OBG
Tel: 01253 358881 www.trinityhospice.co.uk

Registered charity no. 511009