

Recruitment Pack



In **2024**, we supported over **100** survivors of **life altering burns and scars!**

Katie Piper The Burns Rehabilitation Charity
Foundation

We **doubled** our number of referrals in 2024 to **over 50!**

Katie Piper The Burns Rehabilitation Charity
Foundation



Fundraising Officer

Help transform the lives of Burns Survivors with your skills

Dear Potential Applicant,

The Katie Piper Foundation is a small, national charity founded in 2009 by Katie Piper, a burns survivor. We exist to provide rehabilitation to survivors of life-altering burns and traumatic scarring. Our primary mission is to enhance the quality of life for survivors by helping them rebuild their lives by addressing physical, mental and emotional needs through a comprehensive, clinically led package of rehabilitation and support. We are the only charity in the UK providing a comprehensive burns rehabilitation pathway, giving long-term support to a survivor after their discharge from NHS acute care

We are now looking for someone extraordinary to join our small but mighty team as our Fundraising Officer.

This is a new role and is crucial to the development of the charity over the next 3 years as you will grow our income to provide our specialist burns rehabilitation support to survivors of life-altering burns and scars. This will be a varied role where you will be responsible for the development of our supporter-led fundraising and challenge events portfolio, you may also be involved in event management and administration on occasions as well as providing exceptional stewardship to maximise fundraising from supporters and donors. You will be part of a small but mighty team full of passion for this life-transforming cause. You'll work with a wide range of individuals and groups including survivors, healthcare professionals and our fabulous staff team as well as external supporters and businesses.

You will have a huge influence in shaping our current and future Income Generation Strategy so that we can continue supporting burns survivors.

If you have any questions or would like an informal chat about the role please contact me at veronica@katiepiperfoundation.org.uk or 07852 741531

Thank you and Best wishes

Veronica

Veronica McBain, Fundraising and Marketing Manager

Katie Piper Foundation

Job Description

Post:	Fundraising Officer
Reporting to:	Fundraising & Marketing Manager
Accountable to:	Chief Executive
Location:	Home-based with travel across the UK usually London
Contract:	Permanent (subject to successful probation period)
Hours:	Part-time c. 21 hrs/week – we are open to flexible working arrangements Occasional evening and weekend work required to fulfil the role. Home based but with ability to travel nationally to meet supporters as needed.
Salary:	£18k (£30k Pro-Rata)

Benefits:

- Holidays: 28 annual leave days a year plus bank holidays (pro rata if part-time)
- Pension: 3% contribution. Enhanced maternity and paternity leave
- Pay: Annual pay review
- Flexibility: Committed to flexible working across the team, including for parental and other care responsibilities.
- Wellbeing: Time and space available for wellbeing with the team and individually.
- Covering costs: Travel covered for home-based roles.
- Work laptop, work phone and basic home office set-up provided.
- Learning & development: Continuing Professional Development and information, training and general development.

About Us:

The Katie Piper Foundation exists to support survivors of life-altering burns and scars. We provide personalised rehabilitation such as psychotherapy, physiotherapy, scar treatment and a range of holistic therapies centred around each survivor's needs and goals. As a small but impactful charity, our team is dedicated, creative, and passionate about making a difference. This role offers a unique opportunity to be part of our journey, connecting with our amazing supporters and growing our fundraising capacity.

Be the Spark That Drives Change: Join Us as our Fundraising Officer!

Are you bursting with creativity and ambition? Ready to channel your energy into a role that truly makes a difference? We're on the hunt for a dynamic, self-starter to join our team as a Fundraising Officer, driving our mission to support survivors of life-altering burns and scars.

In this exciting role, you'll lead the charge in developing supporter-led fundraising activities, expanding our challenge events, and supporting impactful initiatives like major donor stewardship. Working closely with the Fundraising and Marketing Manager and Communications Lead, you'll amplify our reach, ensuring we can continue delivering life-changing rehabilitation services.

Why This Role Will Ignite Your Passion:

As our Fundraising Officer, you'll take the reins in shaping and executing an ambitious annual fundraising plan. Your mission? To grow supporter-led fundraising income by spotting opportunities and championing third-party events that inspire our supporters. You'll also craft an engaging, inclusive community fundraising plan, building a thriving network of supporters and empowering survivors to get involved.

But that's not all. You'll play a key role in driving diverse income-generating initiatives, ensuring the charity remains strong and sustainable. Your work will directly fuel our ability to offer vital therapy and rehabilitation, creating real, lasting change in the lives of survivors.

This is more than a job, it's a chance to bring your ideas to life, connect with a purpose-driven team, and make a meaningful impact. If you're ready to step up, stand out, and spark something extraordinary, we can't wait to hear from you!

Key Responsibilities:

Supporter-Led Fundraising:

- Act as the first point of contact for supporters interested in fundraising, providing guidance, resources, and encouragement.
- Develop creative fundraising toolkits and materials to inspire and equip supporters in collaboration with our Communications Lead.
- Work with individuals, community groups, and organisations to maximise their fundraising potential.

- Identify opportunities to grow our supporter base through outreach and networking.

Challenge Events:

- Coordinate a calendar of challenge events (e.g., marathons, treks, running and cycling challenges), ensuring effective planning, promotion, and participant support.

- Collaborate with the marketing team to create engaging content to recruit participants and celebrate their achievements.
- Monitor and report on challenge event performance, including participant numbers and income targets.

Stewardship and Relationship Management:

- Build positive, meaningful and ongoing relationships with supporters, through effective engagement and stewardship, providing advice, support and encouragement to maximise income generation and to galvanise further support.
- Develop new ways of communicating with our supporters using digital approaches, and work to manage/implement this process.
- Research and attend networking opportunities, fundraising events as required to thank supporters, raise the profile and funds for the Katie Piper Foundation and recognise the support of individuals, groups and organisations.
- Offer advice and guidance to supporters fundraising on our behalf and ensuring they adhere to the Fundraising Code of Practice and other regulations/legislation.
- Provide personalised, timely, and engaging communication, from impact updates, notes of encouragement and thanking to recognise and celebrate supporters' contributions
- Ensure the Donorfy donor database is consistently updated with accurate and detailed information about fundraising activities, supporter engagement, and financial records.

Event Support and general administration

- Provide administrative support to our Event Manager and Major Donor Events Committee, including managing ticket sales and handling administrative tasks for events such as our prestigious annual Christmas Carol Concert.
- Prepare thank you letters on behalf of the team to funders, donors and supporters.

General Responsibilities:

- Monitor fundraising trends and best practices, bringing fresh ideas to the team.
- Contribute to the overall fundraising strategy, working collaboratively across teams.
- Represent the Katie Piper Foundation at events, networking opportunities, and meetings where required.
- Occasional travel to London to meet with supporters.
- To maintain strict confidentiality in all Katie Piper Foundation matters.
- To carry out any specific tasks commensurate with the Grade as requested by management.

Person Specification:

Essential:

- Proven experience in fundraising, event management, or a sales related role – minimum of 2 years.
- Excellent communication and interpersonal skills, with the ability to inspire and motivate supporters.
- Highly organised, with the ability to manage multiple priorities and deadlines.
- Creative problem-solver with a proactive, can-do attitude.
- Strong IT skills, including proficiency in Microsoft Office and familiarity with CRM systems.
- Passion for the Katie Piper Foundation’s mission and a commitment to supporting survivors.

Desirable:

- Knowledge of challenge event coordination and participant stewardship.
- Experience creating engaging content for fundraising campaigns.
- Understanding of fundraising regulations and GDPR compliance.

What We Offer:

- The opportunity to make a real impact in a growing charity.
- Support for your professional development and career progression.
- Flexible working arrangements to support work-life balance.
- A collaborative and passionate team environment.

How to Apply:

To apply, please send your CV and a cover letter answering the following questions and detailing your suitability for the role to hello@katiepiperfoundation.org.uk:

- 1) **What has drawn your attention to the Katie Piper Foundation and why are you applying?**
- 2) **How do you think your skills, experience, and networks will add value to the ambitions of the organisation?**
- 3) **How do you meet the person specification identified in the role profile?**

Any application without a supporting cover letter will not be considered. ***Whilst we recognise the growing use of AI, we encourage you to craft your supporting cover letter personally—let your unique personality and experience shine through!***