JOB DESCRIPTION

Overview of Role	
Job title	Hospital Fundraiser
Reports to	Community Fundraising Manager
Hours	37.5 hours per week. *It is expected that work will sometimes be required outside normal working hours. However, time off in lieu is offered in accordance with the policies and procedures around working additional hours.*
Contract	Full Time – Permanent
Location	Leeds Hospitals Charity/Hybrid
Holiday	27 days per year (for a full-time member of staff, pro-rata for part-time staff)

Leeds Hospitals Charity

Leeds Hospitals Charity is the charity of Leeds Teaching Hospitals NHS Trust, supporting NHS staff to deliver the very best care for over one million patients and their families each year. Through the generosity of supporters, the charity raises vital funds for life-changing equipment, pioneering research, enhanced environments, staff wellbeing initiatives, and projects that go beyond NHS funding. Working across some of the region's most important hospitals, Leeds Hospitals Charity helps create exceptional healthcare experiences and better outcomes for people across Yorkshire and beyond.

About the role

This role is part of the Community Fundraising Team and is responsible for engaging and building exceptional relationships with patients, families, and hospital staff across the Leeds Teaching Hospitals NHS Trust. You will work with people who are interested in supporting the charity to generate and maximise income; in turn supporting NHS staff to deliver the best care for over a million patients and their families each year.

This role is based at Leeds Hospitals Charity offices. It is a hybrid role, with the flexibility to work from home alongside office-based working. Regular presence across hospital sites is an essential requirement, and the successful candidate should expect to spend a substantial part of their working week across the various hospital sites to support relationship building, collaboration and fundraising activity.

Key Job specifics and responsibilities

- To deliver net income growth against targets and maintain costs within budget, supporting the management of performance against Key Performance Indicators

- To engage and develop strong working relationships with hospital staff across the Trust, particularly across the role's operational focus areas which currently are Leeds General Infirmary, St James's Hospital (excluding the Leeds Cancer Centre), Leeds Dental Institute, Chapel Allerton Hospital, Wharfedale Hospital and Seacroft Hospital (excluding the Rob Burrow Centre for Motor Neurone Disease).

- To identify fundraising champions within the Trust's staff body and increase the number of potential patient family referrals. Leads generated through this collaboration will be looked after by the Hospital Fundraising role to build relationships directly with patients and their families and help fulfil their fundraising ambitions.

- To work closely across the Fundraising Directorate to identify individuals who require support from specialist fundraising teams, and to ensure a smooth transition of relationship management to the appropriate team.

- To work collaboratively with Leeds Hospitals Charity Funding, Marketing and Communications, and other directorates to implement hospital engagement and communications plans.

- To deliver excellent relationship management, ensuring a positive working relationship with hospital colleagues, as well as meaningful and supportive relationships with patient family fundraisers.

- To ensure all activity within team remit complies with the charity's values, moral and ethical guidelines, the Fundraising Code of Practice and other relevant regulation and guidance.

- To attend events, including working out of hours where necessary. Role holders are able to claim back time through our Time Off In Lieu policy.

- To maintain accurate records of supporter interaction on our CRM system to aid delivery of an exceptional supporter experience and to harness the value of data.

- To seek opportunities to work innovatively, adopting lean processes, agile working and using supporter data within the team to deliver performance and supporter experience.

Other

Confidentiality and Data Protection Act
All employees of the Charity must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Health & Safety
All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and policies on health and safety

Service Excellence
All staff are required to support the Charity's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect, and dignity.

Equality Diversity & Inclusion
No job applicant or employee is discriminated against either directly or indirectly. The Charity commits itself to promote equal opportunities and will keep under review its policies, procedures, and practices to ensure that all users and provides of its services are treated according to their needs.

Disclosure &Barring Service
If you are offered a position, you may be required to undertake a DBS. The Charity may administer the DBS check on your behalf or you may be asked to undertake it yourself and report the result. The Charity will cover the cost. You may l also be required to participate in the DBS Update Service. This is a condition of your employment.

Review of Job Description
This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager and amended in the light of the changing needs of the organisation, in which case it will be reviewed in conjunction with the post holder.

Terms & Conditions
As this post is based on NHS hospital premises, this post is exempt from the Rehabilitation of Offenders Act 1974, meaning that any criminal conviction must be made known at the time of application and interview. The NHS Employment Checks Standard will apply to all applicants.

Charity Activity

Charitable Activities 20% Raising Funds 80%

PERSON SPECIFICATION

	Criteria	Measured by:
Knowledge & Experience		
Essential	Previous experience of working in an engagement, customer focussed or fundraising role Knowledge of fundraising principles, methods and procedures Experience of presenting to groups Previous experience of working to and reporting against KPIs Previous experience of working to an agreed income and expenditure budget Knowledge of the Code of Fundraising Practice and all relevant legislation	CV/Application form & Interview
Skills and Attributes		
Essential	Exceptional communication skills with the ability to quickly build and maintain rapport with a wide range of stakeholders Exceptional presentational skills Influencing and negotiation skills Excellent attention to detail Outstanding written and oral skills	CV/Application form & Interview

	Ability to digest in-depth clinical knowledge and convert into layman's terms Ability to engage with and contribute to all social media platforms Ability to work with the wider fundraising function of Leeds Hospitals Charity to maximise all opportunities Ability to work with a range of stakeholders to implement and manage a Patients and Families Fundraising Groups Ability to prioritise, plan and organise workload Experience of managing volunteers Ability to provide exceptional stewardship to supporters Good IT skills including word processing, email, social media and database/data recording use	
Other		
Essential	• An understanding of and able to demonstrate the Leeds Hospitals Charity values. • Need to work frequent evenings and weekends as required • Combines drive to achieve progress with the ability to foster healthy and working relationships to enable them to flourish • Holds full UK Driving Licence • Car owner/driver with business insurance cover	CV/Application form/Certificates