



Information Pack for Corporate Fundraiser

	Content	Page
1.	Advert	2
2.	About Abby's Heroes	4
3.	Job Description	5
4.	Person Specification	7
5.	Summary of Terms and Conditions	9
6.	Recruitment and Selection Process	10
7.	Organisational Chart	11

Corporate Fundraiser – Abby's Heroes

Salary by negotiation

We have an informal, hard-working and kind team culture. We're all passionate about our mission and are determined to create a truly fantastic charity to support children and young people diagnosed with cancer and their families. We're really committed to working with integrity, doing the right thing and building a charity we are truly proud of. We're growing superfast but we also want to make sure that we are developing a charity on really solid foundations.

We take great care with who we hire and all team members are superbly talented and really nice. If you're brilliant AND humble, you'll fit right in.

About the role

We need someone to come and join us to focus on Corporate Fundraising. You'll have a track record of fundraising which has resulted in significant donations. You'll need to meet challenging targets through a wide variety of methods - donations, sponsorships, GAYE, CSR/ESG, cause related marketing, Charity of the Year, employee fundraising, match funding and long-term strategic partnerships as well as develop our Celebrity Ambassadors and stewardship. This role should excite and drive you to succeed.

You'll be making a huge difference to the everyday lives of parents. We are a charity that makes a real difference to the lives of some very special children and young people and their families.

Important things to know

About you

We're after an all-rounder who is clever, practical, positive and nice and willing to get stuck into their role as well as the charity. We'll also be looking for evidence of drive, aspiration, spark and energy!

Essential skills

You're already in a fundraising role and ready to shine in our role! You are excited to bring new partnerships to the charity to help us help more families.

You're able to write clearly, simply and accurately, with perfect spelling and grammar.

You're comfortable speaking to new people - in person, on the phone and through your engaging presentations.

You're emotionally intelligent. Although you'll like to talk, the most important thing you'll do is listen to what the Corporates need to make sure it is a successful and fun partnership. You also need to be emotionally resilient as it is tough hearing the challenges our families face every day.

You're ambitious and driven and have a passion for the charity.

You're nice. You get that no player is bigger than the team. You fit right into our culture of supporting and helping each other.

You're flexible as you may have to work some evenings and weekend work.

To apply, please submit your CV together with a covering letter explaining why you are suitable for the role, what you would bring to the team and how your skillset and experience will enable us to make a real impact for those affected by childhood cancer to info@abbys-heroes.org . It doesn't have to be long but needs to show us why we should hire you!

Closing date: 27th September 2024

About Abby's Heroes

Every day around 10 children and young people in the UK hear the devastating news that they have cancer. When a child is diagnosed, it has a devastating impact on the physical, financial and emotional health and wellbeing of the whole family, both during and after treatment and beyond.

Abby's Heroes supports families with a range of practical measures and programmes to help families going through the harsh reality of childhood cancer and receiving treatment at Piam Brown Ward or the Teenage and Young Adult Unit at University Hospital Southampton, the Regional Centre for Paediatric Oncology and Haematology from the Wessex Region (which includes Hampshire and the Isle of Wight, Dorset, Wiltshire, Surrey, West Sussex and the Channel Islands). All children living in these areas will receive some or all of their treatment at Southampton, depending on the type of cancer and their treatment regime, as well as at their local shared care hospital. Children may be in hospital for many weeks, if not months, receiving treatment.

For more details about the projects we carry out, please take a look at our website – www.abbys-heroes.org

Board of Trustees

Abby's Heroes has a Board of Trustees who are responsible for running the charity, for its finances, the employment of any staff or volunteers and ensuring the charity meets its objectives as laid out in the Governing Document.

Staff

Our CEO/Founder is Sally Randall, Abby's mum, who the charity was founded in memory of. We are looking to expand our team to include this post of Corporate Fundraiser - an Organisation Chart is attached. Our office is based at 1 Talisman Business Centre and you will be required to work from there (see note in Summary of Terms and Conditions) or within a 20 miles radius should the location of the office change. You will be required to work / visit other locations during the course of your work.

You will work and liaise closely with the CEO and Operations Manager but there will be a large amount of autonomy.

Annual Report

The Annual Reports can be viewed at www.charitycommission.co.uk

JOB DESCRIPTION

POST	Corporate Fundraiser
RESPONSIBLE TO	CEO/Operations Manager
LOCATION	Office based in Southampton area with travel throughout the Region
KEY RELATIONSHIPS	Fundraising and Admin Team at Abby's Heroes, local businesses,

PURPOSE OF THE ROLE:

To manage corporate partnerships to secure annual corporate income target in excess of £100,000 for Abby's Heroes – target to be reviewed annually

To research, approach and secure new corporate partnerships.

To work with the wider team to deliver and fulfil corporate partnerships

KEY TASKS:

1. Maintain and develop the existing portfolio of corporate relationships including providing excellent account management, designing and delivering bespoke communications and organisation of cultivation events.
2. Research potential corporate supporters and plan and deliver engaging ideas and approaches to them to secure support for Abby's Heroes.
3. Identify, secure and develop new corporate partnership opportunities, focusing on Charity of the Year partnerships, corporate donations, sponsorship opportunities, employee fundraising, payroll giving and gifts in kind.
4. Attend corporate fundraising events and ensure appropriate risk assessments are carried out.
5. Act as an ambassador for Abby's Heroes, representing the charity and undertaking public speaking at external events, including a wide variety of networking events.
6. Maintain and develop knowledge of the corporate sector ensuring all fundraising opportunities are maximised.
7. Support the fundraising team with maintaining online fundraising platforms, social media feeds and associated communication tools.
8. Implement all related administration, recording of income, banking, thanking and reporting for donations received, producing monthly activity and income reports, updating any appropriate database with key contacts and information.
9. Work collaboratively with colleagues across the organisation to maximise fundraising income.
10. Meet income and expenditure targets on corporate accounts managed.
11. Produce monthly reports that outline progress and achievements within practical and financial guidelines.
12. Advise on and adhere to the Fundraising Regulator and Institute of Fundraising Codes of Conduct and Codes of Best Practice.

ADDITIONAL RESPONSIBILITIES

1. Actively consider the involvement of corporate volunteers in all areas of our work to enhance both internal and external events to support corporate fundraising partnerships.
2. Design and implement a Fundraising Strategy

FINANCE

- Work with the Operations Manager to develop budgets for events within your portfolio.
- Responsible for reaching financial targets as agreed and adhering to expenditure budgets.
- Track and monitor performance of events within your remit and maintain detailed records of income.
- When implemented, maintain detailed and accurate records on the Fundraising CRM, updating communication preferences and registrations where necessary.

WIDER FUNDRAISING SUPPORT

- Where necessary, support the Community Fundraiser and Events Coordinator on the delivery of fundraising events such as bake sales, own challenges etc.
- Play a role in wider fundraising team projects, supporting where needed on flagship events and special events such as the large-scale fundraising dinner.

GENERAL

- Ensure all fundraising activity is compliant with fundraising regulations and data protection law and take responsibility for maintaining knowledge of Fundraising Regulations and best practice.
- Represent the Charity at events when required.
- Weekend and evening work as and when required to attend events.
- Other duties as required to support the wider Charity.
- Provide cover for colleagues as directed by the Line Manager
- Observe all health and safety requirements.
- Work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.
- Undertake any additional and appropriate functions as required.
- Undertake training and skills development and keep up to date with the changing requirements of the role.
- Carry out any other associated duties as may arise, develop or be assigned in line with the broad remit of the post.

The above is not an exhaustive list of duties and the postholder will be expected to perform different tasks as necessitated by the changing role within the charity and the overall objectives of the organisation as deemed reasonable and requested by the postholder's line managers or CEO. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

The postholder will have access to confidential data on patients and services within Abby's Heroes. Failure to maintain confidentiality will lead to disciplinary action, which could ultimately lead to dismissal.

The post will be subject to regular annual appraisal.

September 2024

Person Specification	Essential	Desirable
Experience		
Proven success in a Fundraising Role	✓	
Working in a Corporate Fundraiser Role		✓
Good understanding of the challenges faced by the families affected by childhood cancer		✓
Proven track record of success in achieving set income targets		✓

Skills and abilities		
Good standard of education	✓	
Excellent organisation and planning skills	✓	
Able to manage and prioritise own workload, working with minimal supervision	✓	
Able to deliver a high standard of work on time and within budget where appropriate	✓	
Experience of working with people at different levels in a company or organisation demonstrating an ability to engage effectively with each	✓	
Success in delivering confident and engaging presentations	✓	
Accurate and meticulous approach to work and the ability to concentrate on detail	✓	
Excellent interpersonal, communication and social skills	✓	
Excellent IT and MS Office skills: esp. Word, Excel, PPT	✓	
Knowledge of Social Media and Website, CRM Systems		✓

Attitudes and personal qualities		
Motivated, reliable and professional	✓	
Passionate about fundraising and cause	✓	
Keen to get involved and complete tasks	✓	
Enthusiasm, drive and commitment; willing to learn	✓	
Enjoys individual, team and collaborative working	✓	
Willing to pitch in and take part in all activities as required	✓	
Flexible, able to respond to changing priorities	✓	

Flexible approach to working hours e.g., Weekends and evenings	✓	
Willingness and ability to travel across the region	✓	
Full driving licence and car available for work purposes	✓	
Successful DBS clearance	✓	
Physically fit with minimal sickness absence	✓	
Resilience and the ability to cope with difficult emotional situations	✓	
Positive, neutral, empathetic and sensitive approach	✓	

Summary of Terms and Conditions

1. Place of work

Your normal place of work will be 1 Talisman Business Centre, Duncan Road, Park Gate, Southampton SO31 7GA. You will be required to work / visit other locations during the course of your work.

2. Normal Hours of Work

Your normal hours of work will be 37½ hours per week from Monday to Friday.

3. Time off in lieu

Due to the nature of the post, you may be required to work at the weekends and attend evening meetings. You will be entitled to take the equivalent Time Off in Lieu (TOIL) following this.

4. Probation Period

There is a probation period of 6 months for new employees, during which time you shall be entitled to one week's notice.

5. Salary

The annual salary range for the post will depend on experience. This is payable monthly in arrears on the last working day of each month. Abby's Heroes is authorised to deduct any sums due such as Student Loans from your salary in respect of your employment or its termination.

6. Holiday Entitlement

Your holiday entitlement will be 20 days per year plus 8 public and bank holidays. The leave year runs from 1st January to 31st December. Holidays must be agreed with the CEO as early as possible. Unused holiday cannot be carried over from one year to the next unless agreed by the CEO. There are two additional days over the Christmas break.

7. Pensions

There is a Charity Pension Scheme for Abby's Heroes with a 5% contribution by Abby's Heroes and 3% from the employee.

8. Other Employment

Employees are required to advise Abby's Heroes regarding any additional work you may have and intend to continue whilst employed.

9. Maternity and Paternity Leave

Employees will be entitled to maternity/paternity leave and pay in accordance with Staff Handbook.

10. Termination of Employment

If you wish to terminate your employment with Abby's Heroes, you are required to give one month's notice in writing. Should Abby's Heroes wish to terminate your employment, for reasons other than gross misconduct, you will be entitled to one week's notice for each completed year of service.

11. Mileage/Use of car

It is a requirement of the job that you hold a valid driving licence and insure your car for business use. A log of mileage carried out on behalf of the Charity should be kept and you will be able to claim mileage based on the HMRC rate which is currently 45p per mile. This should be claimed on a monthly basis and sent to the Operations Manager for authorisation.

12. Mobile Phone

There will be a charity mobile phone for your work.

Recruitment and Selection Process

Applications

The closing date for applications is Friday 27th September 2024. Please be advised that this vacancy may close earlier than stated if large numbers of applications are received. You are advised to submit your application as early as possible to ensure your application is considered.

Please email a supporting statement with your CV to info@abbys-heroes.org Explain why you want the role, what you would bring to the team and relating to the Person Specification how your skillset and experience will enable us to make a real impact for those affected by childhood cancer. It doesn't need to be that long but we need you to tell us why we should hire you!

We will acknowledge receipt of your application by email. However, if you have not heard from us within four weeks of the closing date of this post, please presume that you have not been selected for interview.

Candidates will be shortlisted based on the CV and covering letter, using the person specification. Those who are successful at this stage of the process will be invited to attend an interview.

Unfortunately, we are unable to give feedback to those who are not shortlisted; however, we will, if required, provide feedback to those who have attended an interview.

Interviews

Interviews may take place on a rolling basis so we would advise you to send in your application as soon as possible.

Please note that it is not Abby's Heroes policy to reimburse applicants in respect of travel expenses to attend interviews.

Medical and Criminal Records Check

This post may involve substantial access to young people and it is a requirement under The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you submit a criminal record disclosure check. Upon successful appointment, you will be required to complete a medical questionnaire and Disclosure and Barring Service (DBS previously known as CRB) Check.

Employment is subject to satisfactory Occupational Health Clearance and DBS Check.

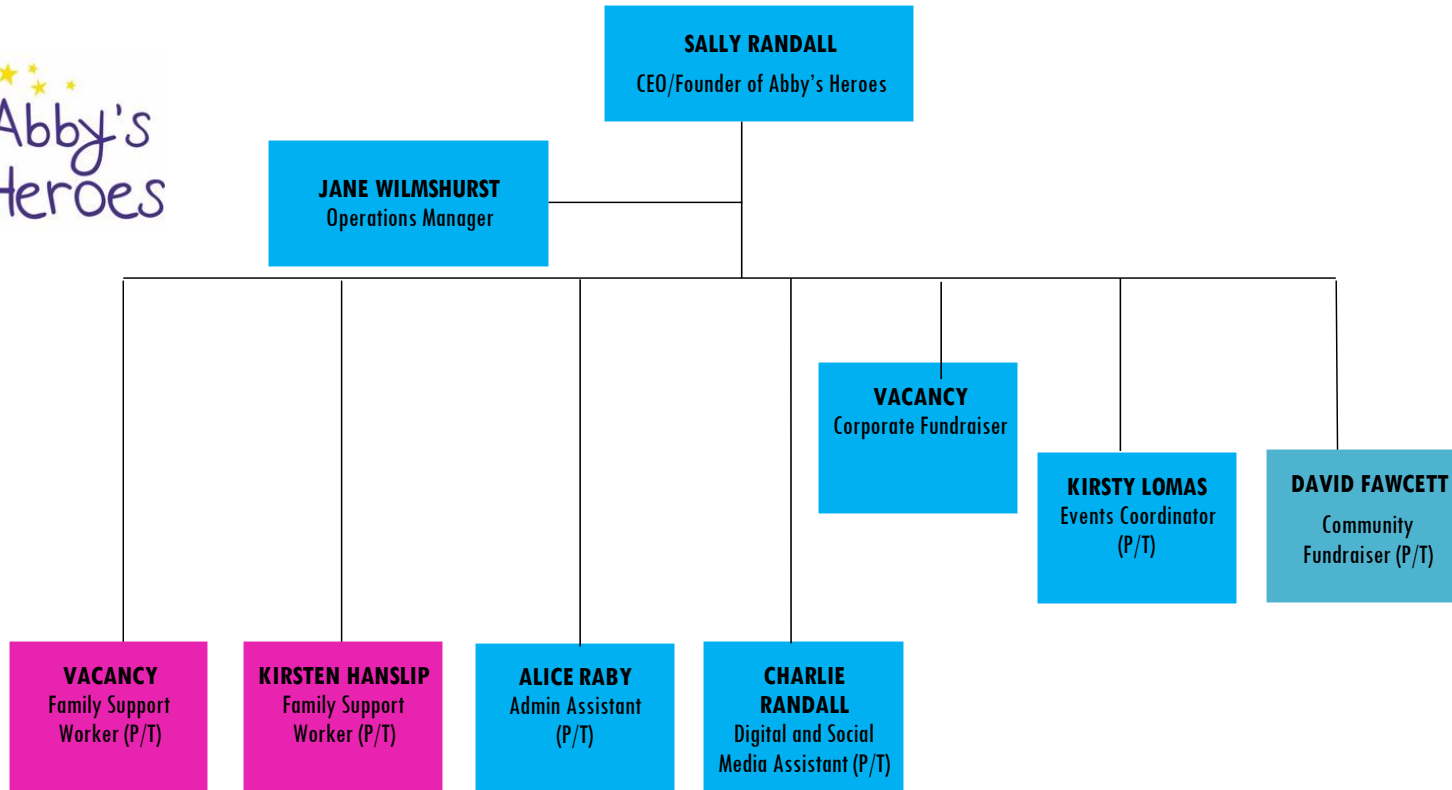
References:

You will be required to provide details of two referees who should be your present and last employer. They should have had either managerial or supervisory responsibility for your work, and not be colleagues, subordinates or friends. Where appropriate (i.e. when this is your first employment), a tutor's reference and a personal reference or similar will be acceptable. Referees will be provided with a copy of the job description and person specification for the vacancy.

Right to work in the UK

We will check original documents proving your identity, immigration status and right to work in the UK before you can start work with us.

Should you have any queries, please do contact Sally Randall, CEO on 02381 103103 or sally@abbys-heroes.org



ORGANISATION CHART

■ Based on Piam Brown Ward ■ Office/Hybrid