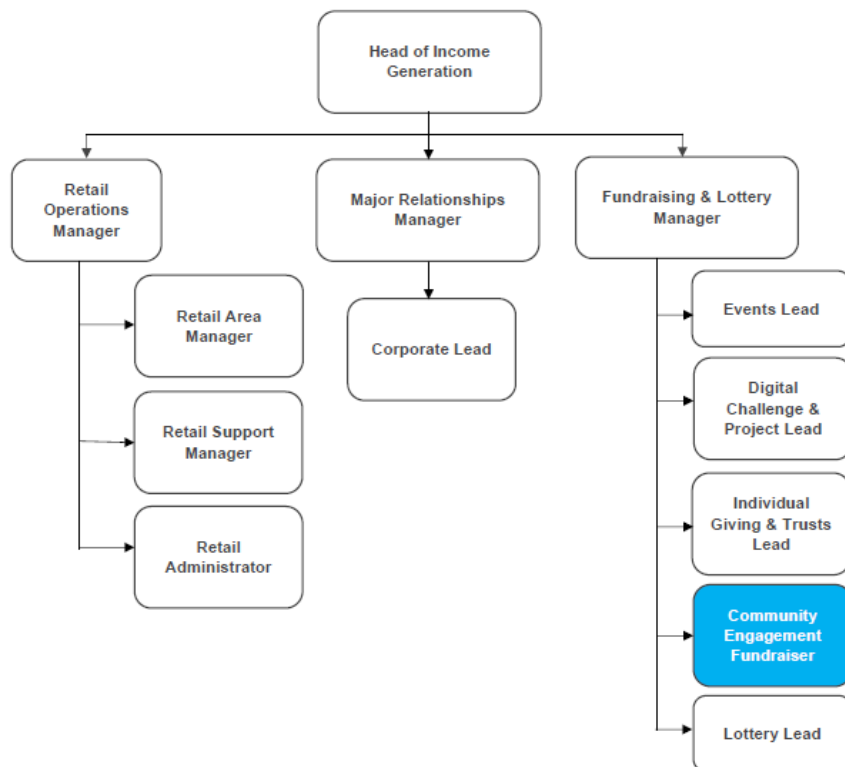


JOB DESCRIPTION

Job Title:	Community Engagement Fundraiser
Department:	Income Generation
Post Holder:	TBC
Grade:	Admin 3
Reports to:	Fundraising & Lottery Manager
Responsible for:	Volunteers
Direct reports:	None

Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Job Purpose:	To develop and deliver a comprehensive plan to continually grow income from community fundraising activity to achieve set targets, in line with the hospice's income generation strategy. Responsible for all third-party fundraising activity, building relationships, providing stewardship to help inspire supporters as well as planning and delivering annual community fundraising campaigns. To support the Fundraising & Lottery Manager in the delivery of activity across other fundraising income streams in a flexible, supporter-centred way.
Key Working Relationships:	Fundraising & Lottery Manager Income Generation & Communications team Key clinical and other hospice staff Donors, supporters and volunteers

Role Responsibilities:

- Develop relationships with community groups and associations, faith groups, and schools who are or would like to raise funds for the hospice. Assist with fundraising efforts to ensure a fantastic supporter experience (including identifying and securing new community relationships).
- Develop and maximise relationships with individuals and groups in the community. Offering an excellent supporter experience and stewardship for each third-party supporter.
- Work with members of the wider Income Generation & Communications team to identify and cultivate leads for further fundraising activities.
- Speak at community events thanking those who have fundraised, as well as encouraging groups to support the hospice whilst raising awareness of the hospice's services.
- Maximise participation in community fundraising activities through effective promotion of the wide range of opportunities to organise events and raise funds on the hospice's behalf.
- Act as the point of contact for individuals, schools and groups fundraising on the hospice's behalf, providing information, support and advice.
- Develop existing and new community fundraising initiatives.
- Deliver excellent supporter stewardship, ensuring that all donors receive acknowledgement of their support and understand the positive impact of their involvement.
- Act as a flexible member of the Fundraising Team, supporting the Fundraising & Lottery Manager in the delivery of activity across other fundraising income streams as required.
- Work closely with the Marketing and Communications team to achieve appropriate marketing support for relevant income streams and to ensure fundraising processes are supporter-centred and data-driven.
- Plan and deliver a calendar of community fundraising appeals and events to maximise income from sources such as store collections, collection tins and loose change.
- Co-ordinate the activity of the hospice mascot, ensuring he is used effectively and appropriately to promote the hospice within the local community.
- Raise awareness of the hospice lottery and aim to recruit new lottery players when attending community events.
- Work alongside our Corporate Fundraiser to promote 'Lottery Lunches' to recruit lottery players within workplaces.
- Work closely with the Volunteer Development Manager to recruit, train and supervise volunteers to support community fundraising activity.
- Work closely with other members of the department team to ensure other areas of income generation are effectively promoted through community fundraising
- Utilise the supporter database to maintain accurate records and for income and other KPI reporting purposes.
- Continually monitor, review and develop activities to ensure maximum profitability.
- Be proactive in keeping up to date with ideas and best practice from across the sector, including through networks with other fundraisers from hospices and other charities.
- Ensure that all fundraising activities comply with best practice, relevant codes of practice and legislation.
- Work within agreed hospice policies, procedures and guidelines.
- Participate in an annual appraisal and undertake training to maintain and develop knowledge and skills as required.
- Driving within local community required with role, business insurance required on own vehicle.

- Any other duties as deemed necessary by the Fundraising & Lottery Manager or Head of Income Generation.

General Responsibilities:

Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with Bolton Hospice.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

Training

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend training as required by the Hospice.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Continuous Personal Development

You are responsible for your own professional development, identifying training and development needs to your line manager and completing all mandatory training as required. You must attend any specialist training and development activities relevant to your role within the hospice.

Valuing Equality and Diversity

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

Living Our Values Everyday

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Community & Engagement Fundraiser
Department:	Income Generation
Grade:	Admin 3

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Educated to GCSE level or equivalent.	Educated to degree level or with equivalent experience. Fundraising or marketing qualification. Member of the Institute of Fundraising.	Application Form Certification
EXPERIENCE	Previous experience working within a fundraising or related role (e.g. marketing / sales / business development).	Experience of working with volunteers. Experience of working within community a fundraising role. Experience of working with bereaved or otherwise vulnerable people. Experience of working to and achieving financial targets.	Application Form Interview
SKILLS	Excellent interpersonal and relationship-building skills. Excellent communication skills – able to communicate effectively at different levels. Excellent presentation skills. Excellent organisational skills.	Negotiation skills. Networking skills.	Application Form Interview
KNOWLEDGE	Highly computer literate - Microsoft Office packages.	Knowledge of the Bolton area. Knowledge of data protection legislation in relation to fundraising, and fundraising regulation / codes of practice. Working knowledge of fundraising databases / CRM systems.	Application Form Interview

Continued overleaf...

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<i>PERSONAL ATTRIBUTES</i>	Self-motivated and able to use initiative. Able to plan, manage and prioritise own workload, and work on a number of projects simultaneously. Able to work under pressure and to deadlines. Strong teamwork ethic. A commitment to the vision and values of Bolton Hospice. A full driving licence and access to a vehicle insured for business use subject to the Equality Act 2010. Willingness to work some evenings and weekends to fulfil the requirements of the post.	Commitment to continuous professional development.	Application Form Interview