

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Community Fundraiser</b>
<b>Team/Directorate:</b>	<b>Community Engagement/Fundraising</b>
<b>Salary range:</b>	<b>Circa £30K (Depending on experience.)</b>
<b>Reports to:</b>	<b>Community Fundraising Manager</b>
<b>Direct reports:</b>	<b>N/A</b>
<b>Hours:</b>	<b>37.5 per week</b>
<b>Location:</b>	<b>Shooting Star House – <u>Hampton</u> and from home as agreed with line Manager, subject to review</b>

### Part 1: Job Profile

#### Main purpose of job

This post is responsible for fundraising through acquiring, nurturing and managing key community relationships across our catchment area.

#### Work relationships

The post holder will work closely with and report to the Head of Community Engagement and will also work closely with the following:

- The wider Fundraising Team
- Relevant contacts within the Care Team and Communications & Marketing Team for appropriate projects
- External organisations

#### Decision making authority

The post holder will be required to make decisions as to the quality and appropriateness of content for presentations, collateral and activities within the range of their Community 'income streams'.

#### Scope of job

1. Fundraising within area
2. Budgeting and innovation support

### Part 2: Main duties and key responsibilities

#### Fundraising within Business Area 95%

- Supporting the Head of Community Engagement in the fulfilment of the team strategy and objectives.
- Working with the Head of Community Engagement to plan and implement strategies to maximise income and sustainable support from all community sources.
- Managing community partnerships and support valued community events, with the support of local volunteers and ambassadors.

- Identifying opportunities for cross-team working and handover potential fundraising leads to other teams within fundraising.
- Maintaining and developing an accurate database of activities to enable the effective reporting, monitoring and analysis of community activity and achievements.
- Contributing to the wider fundraising activities of the organisation, working closely and in co-operation with other members of fundraising and the wider charity.
- Actively promoting good donor care and engagement with new and existing supporters, to encourage ongoing support and donations.
- Produce mailings as appropriate to relevant income streams.
- Give talks and presentations to Community groups/small businesses/schools and support volunteers to give such presentations.
- Along with the other Community Fundraisers, manage an ongoing programme of volunteer ambassador recruitment and training and ensure that the ambassador team receive regular learning development.

### Budgeting and Innovation Support 5%

- Provide support to the Head of Community Engagement in the budgeting process throughout the year
- Keep up to date with charity wide innovation, best practice and policies in relation to Community Fundraising

### Other duties

- The post holder will be working in a developing environment and he/she will therefore be expected to undertake other appropriate duties as required for the effective operation of Shooting Star Children's Hospices.
- The post holder will need to travel extensively throughout the catchment area of Shooting Star Children's Hospices.
- The post holder should be prepared to attend events and meetings throughout the catchment area which may be at weekends, early morning, evenings or weekends – **such flexibility is essential** (toil – time off in lieu will be given)

### Mandatory Criteria

#### 1. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate.

#### 2. Health and Safety

The post holder will be responsible for health and safety in the area under their control and ensure that they are familiar with Shooting Star Children's Hospices policy on health and safety at work.

#### 3. Mandatory Training

The post holder will attend all mandatory training relevant to their role

#### 4. Our values and behaviours

Shooting Star Children's Hospices is a leading children's hospice charity for babies, children and young people with life – limiting conditions, and their families. We require

that all of our staff share our common values and display behaviours that will enable us to achieve our goals.

**Professionalism** – *we will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.*

**Respect** – *We will treat each other with the utmost respect.*

**Integrity** – *We will be open, honest and transparent in all that we do.*

**Diversity** – *We will respect individuality and ensure inclusion and fairness to all.*

**Excellence** – *We will strive for excellence in all that we do.*



### Part 3: Person specification: Qualifications, experience and skill levels

#### Qualifications

- 5 GCSEs Grades A-C (or equivalent) including Maths and English - Essential
- Fundraising qualification - Desirable

#### Experience

- Demonstrable experience in fundraising, marketing or sales - Essential
- Community Fundraising - Desirable
- Experience of public speaking - Desirable
- A proven ability to work proactively identifying new contacts and opportunities for development - Essential

#### Knowledge and Skills

- Excellent interpersonal skills and the ability to communicate effectively - Essential
- Strong ability to network - Essential
- A creative thinker; ability to find and recommend solutions quickly and efficiently - Essential
- A confident speaker with good presentation skills - Essential
- Excellent planning and time management skills - Essential
- Good level of IT skills - Essential
- A strong team player - Essential
- Have an understanding of the not for profit sector - Desirable
- Valid UK Driving License & Car - Essential

## General attributes

- Highly motivated & enthusiastic self-starter
- Ability to remain calm under pressure and manage stress in a positive and solution focused manner
- Ability to motivate and facilitate supporters to maximise the funds they raise. Inspire new supporters to raise money while maintaining and developing relationships with existing supporters

## What we offer

### Pension scheme

- NHS Pension Scheme (eligible employees)
- Stakeholder pension scheme
- Employee contribution 3.5%
- Shooting Star Children's Hospices contribution 4.5%
- Additional contributions – we will pay 1% above the contribution up to a limit of 7%

### Annual leave

- 35 days including Bank Holidays rising with the length of service
- 2 weeks paid sabbatical leave after 5, 10 and 15 years service

### Contractual benefits

- Generous sick pay scheme
- Enhanced maternity, adoption, and paternity leave pay
- Flexible working arrangements
- Death in service benefits
- Reimbursed professional membership fees
- Eye care
- Employee referral scheme
- Blue Light discount card

### Health and wellbeing

- Employee Assistance Programme
- Occupational Health
- Mindfulness sessions
- Cycle to work scheme
- Mental Health First Aiders
- Nutritionally balanced meals at Christopher's (free employees)

## Equality, diversity and inclusion

Shooting Star Children's Hospice is committed to inclusion and diversity in everything we do. We know that getting things right is critical for us to live our organisation's values: Professionalism, Respect, Integrity, Diversity and Excellence.

We are always trying to improve our way of working to be more inclusive and equal. Our vision is for Shooting Star Children's Hospice to be a place where people of all backgrounds, groups and communities feel welcomed to work and volunteer.