

JOB DESCRIPTION

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

Introduction to Shooting Star Children's Hospices

Shooting Star Children's Hospices

Shooting Star Children's Hospices provides specialist care and support to families who have a baby, child or young person with a life-limiting condition, or who have been bereaved. Rated 'Outstanding' by the Care Quality Commission, we support families across Surrey, north-west London and south-west London from diagnosis to end of life and throughout bereavement with a range of nursing, practical, emotional and medical care.

Our specialist care and support is free of charge to families and available 24 hours a day, 365 days a year. It includes specialist nursing in the community, symptom management and pain relief, overnight respite stays, end-of-life care, specialist bereavement care and a comprehensive range of therapies, groups and clinics for the whole family.

At the heart of what we do are our dedicated staff; their exceptional commitment and professionalism means every family has the opportunity to **make every moment count**.

It costs £10 million a year to run Shooting Star Children's Hospices. Just 30% of our funding comes from the government, so we rely on our supporters' generosity to keep the service running. We employ 175 members of staff, including 98 nursing and medical staff, and support around 700 families.

Introduction to Community Fundraising Team

Shooting Star Children's Hospices Community Fundraising Team

Community Fundraising Team: The Fundraising Team plays a vital role in securing the financial resources needed to sustain our services. They organise various fundraising initiatives, community events, and campaigns to engage donors, raise awareness, and generate funds to support the mission of Shooting Star Children's Hospices. This team builds relationships with donors and sponsors to ensure ongoing support for our programmes.

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 Community Fundraising Manager 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 Community Fundraising Manager in the fulfilment of the team strategy and objectives.
- Working with the Community Fundraising Manager 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 Community Fundraising Manager 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.

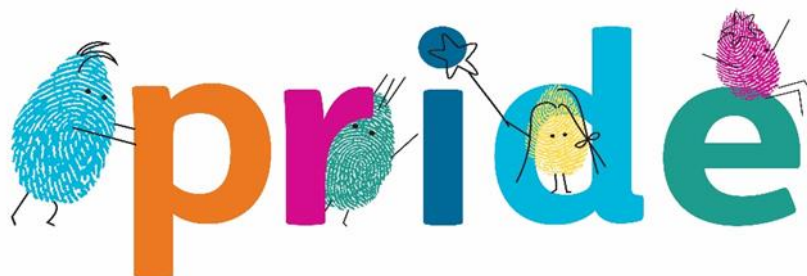
Professionalism – *we will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.*

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.*



Shooting Star Children's Hospices is committed to ensuring the welfare and safety of children and young people. All staff members are expected to adhere to our safeguarding policies and procedures. This includes undergoing appropriate training, following reporting protocols for any concerns related to child welfare, and promoting a safe and supportive

environment for children and young people. Before commencing employment, successful candidates will be required to provide satisfactory references and undergo an enhanced Disclosure and Barring Service (DBS) check.

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

- 27 days plus Bank Holidays rising with 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
- Employee referral scheme
- Blue Light discount card

Health and wellbeing

- Employee Assistance Programme
- Occupational Health
- Eye care
- Cycle to work scheme
- Mental Health First Aiders
- Nutritionally balanced meals at Christopher's (free for employees) and free fruit at Shooting Star House

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.