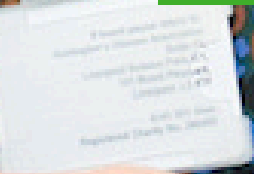




Huntington's
Disease
Association

Community Fundraising Co-ordinator



About the Huntington's Disease Association

What is Huntington's disease?

Huntington's disease is a life-limiting, genetic disorder that causes the breakdown of nerve cells in the brain.

It is caused by a faulty gene and is passed down through families. If a person inherits the gene they will develop the disease. Every child conceived naturally to a parent who carries the Huntington's gene has a 50% chance of inheriting it.

Huntington's leads to symptoms affecting three main areas, movement, behaviour and cognition.

Although there is, as yet, no cure, some symptoms can be managed to improve the person's quality of life.

What do we do?

The Huntington's Disease Association provides specialist support to people affected by Huntington's disease across England and Wales.

The charity was founded in 1971 after a family who had been given a diagnosis of Huntington's put a letter in the local paper asking if anyone knew of any other families in a similar situation. It began as a self-help group with 76 members and was known initially as the Association to Combat Huntington's Chorea, later becoming the Huntington's Disease Association.

We raise awareness of Huntington's disease and offer practical advice and support, training to health and social care professionals and fund research into the disease. We want a better life for anyone affected by Huntington's disease.

Approximately 8000 people in the UK are currently living with Huntington's disease



We support over 8000 people in England and Wales



A further 32,000 are at risk of developing the disease



HDYES support over 700 individuals



We have a membership of over 5000 people, both Huntington's disease family members and professionals.



28k people visit our website each month



Our VISION

Together we will build a better life for anyone affected by Huntington's disease.

Our MISSION

To enable everyone affected by Huntington's disease to live life to their full potential by:

- *Improving care and support*
- *Educating families and the professionals who work with them*
- *Championing the needs of the Huntington's community by working together*
- *Influencing decision-makers to tackle discrimination and secure equity of access to services*

Our VALUES

We are:

Tenacious, Experienced, Compassionate, Inclusive, Inspirational



We will ensure everyone affected by Huntington's disease gets the care and support they need



We will help make each day with Huntington's disease the best possible day



We will make sure the voices of people affected by Huntington's disease are heard and are at the heart of everything we do



We will not rest until everyone with Huntington's disease has access to treatments



We will be a resilient charity

Job description

Job title:

Community Fundraising Co-ordinator

Job type:

Permanent, 35 hours per week (Full-time)

Responsible to:

Head of Fundraising

Office location:

Hybrid role (minimum three days in Central office, Liverpool)

Salary:

£30,239

Job purpose:

We are looking for a highly motivated, proactive and creative Community Fundraising Co-ordinator to develop and manage our community fundraising across England and Wales.

As Community Fundraising Co-ordinator for the Huntington's Disease Association, you will help deliver our strategic plans and objectives by generating and growing income through community fundraising activities. You will support our existing supporters and community fundraising portfolio as well as proactively expanding our reach with community-based groups, organisations, and volunteers, to ensure maximum financial return for the charity. Through the development of community fundraising products, you will engage with our supporters in new and exciting ways.

This is an essential role in a small, national organisation supporting people affected by Huntington's disease. This is an income-generating role, but it is also about connecting with our supporters and creating long-term relationships for the future.

You will develop and deliver excellent stewardship for supporters and fundraising groups to secure and maximise income; you will advise supporters on fundraising legal requirements, fundraising policies and regulations, ensuring that all community fundraising activities meet the high standards of the Huntington's Disease Association. In addition, you will also manage your own financial income and expenditure targets and budgets.

You will be able to demonstrate experience of fundraising at a charity as well as experience of budget management. You will represent and promote the work, vision and purpose of the Huntington's Disease Association.

This is a fantastic opportunity for the right candidate to develop community fundraising at a national charity. You will help the charity to increase supporter numbers, encourage long-term support and provide memorable stewardship for supporters.

Main duties

Community fundraising:

- Grow income from a number of community fundraising sources including the management and delivery of our community fundraising projects and products, including but not limited to, Odds & Socks Day and the HD8000 series
- Develop new community fundraising products including gaming and schools fundraising
- Research and build partnerships with community groups, organisations and volunteers including our own branch and support group network to grow income for the charity
- Provide advice, support and information to supporters wishing to participate in, and organise their own (OTO) community fundraising events
- Create a Community Fundraising strategy that forecasts growth, income, levels of engagement and takes account of fundraising trends

Acquisition:

- To work with the Communications team to devise and manage effective mass marketing activities for community fundraising, driving acquisition of both new and existing supporters
- To work with the Communications team to create inspiring assets that attract our target audiences and align with our brand

Stewardship:

- Develop and manage a stewardship journey for different audiences, recognising and supporting their fundraising efforts including showing gratitude and thanking
- Send fundraising materials (including t-shirts, information packs, etc.) to those taking part in community fundraising activities
- Working with the Fundraising Administrator, ensure that supporter data is updated onto the donor database and maintain accurate donor information in line with the Data Protection Act requirements

Main duties

- Ensure timely and accurate responses to supporter enquiries
- Act as a point of contact for members of the public who wish to fundraise for the Huntington's Disease Association – supporting them in all aspects of fundraising advice, charity law and fundraising materials

Budget and planning:

- Setting and managing income and expenditure targets in line with charity expectations
- Produce statistical reports and financial analyses for budgetary and time management planning
- Monitor monthly income and expenditure across community fundraising ensuring information is accurate and reconciled where necessary

Volunteers:

- Work with the Volunteer Manager to develop a network of volunteers to connect with community-based groups and organisations to engage with to raise awareness of the charity
- Liaise with and support all volunteers, including our own Huntington's Disease Association volunteer branch and support group network, with fundraising enquiries
- Assist with communications for all volunteers and supporters about community fundraising across the organisation through our newsletters and digital platforms

Additional:

- Be prepared to represent the Huntington's Disease Association at a variety of activities including fundraising forums, meetings and fundraising events
- Be familiar with and adhere to the Chartered Institute of Fundraising Code of Practice, and ensure activity undertaken by, and on behalf of, the Huntington's Disease Association is compliant to relative legislation
- Keep abreast of developments within fundraising to identify opportunities and trends

Other duties

- Attend and contribute to team and charity-wide meetings.
- Be familiar with and adhere to relevant legislation.
- Work collaboratively with colleagues from other teams across the organisation.
- Understand our obligations under the Data Protection Act and Fundraising Codes of Practice about data management and ensure the Huntington's Disease Association acts in accordance with legislation.
- Respect the confidentiality of all information obtained whilst working for the Huntington's Disease Association.
- Work in a manner that facilitates inclusion, particularly of people affected by Huntington's disease.
- Carry out other tasks as directed by your line manager.



General

All applicants must be able to demonstrate the right to work in the UK.

The post is subject to a three-month probationary period.

Details of how data provided as part of the recruitment process is securely handled can be found in our [privacy notice for job applicants](#) on our website.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Out of pocket expenses including travel and mileage allowances are paid on receipt of appropriate claim forms and invoices/receipts in line with relevant policies.

The post holder is expected to work in the areas stated above, but may be required to work anywhere in England and Wales as the needs of the service dictates. There is an expectation that the post holder will work occasional evenings and weekends. Time is normally taken back in lieu of hours worked.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The post holder is therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act. Failure to disclose such convictions could result in dismissal or disciplinary action by the Huntington's Disease Association. Any information given is completely confidential and considered only in relation to the positions to which the Order applies.

The successful applicant is required to complete an online enhanced DBS (Disclosure and Barring Service) application prior to joining the charity. This is completed at the expense of the charity.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote improvements where necessary.

The post holder is expected to undertake training and retraining throughout their employment and is expected to discuss and identify their training goals, with their line manager, to develop their knowledge base and ability in their role.

Person specification

	Essential or Desirable	How identified
Experience		
Experience of working in a community fundraising setting at a charity.	E	Application
Experience of creating fundraising products to engage with supporters.	D	Application and interview
Experience of setting and working to income and expenditure budgets including monitoring and evaluating financial targets and plans.	E	Application and interview
Experience of working in a customer-facing environment.	E	Application
Experience of creating engaging content to attract new supporters.	D	Application and interview
Experience of using customer/donor database.	D	Application and interview
Knowledge and skills		
Sound knowledge of current fundraising trends and knowledge of fundraising policies, procedures and legalities.	E	Application and interview
Excellent written skills and numeracy skills including inputting financial data and effectively maintaining electronic and paper administrative, financial and information systems.	E	Application and interview
Excellent interpersonal skills including relationship building, influencing and negotiating with a wide range of people, using tact and diplomacy.	E	Application and interview
Excellent organisational skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently or flexibly on own initiative or as part of a team.	E	Application and interview
Highly computer literate, confident and proficient in working with Excel, Word, Publisher, PowerPoint and databases – or similar packages.	D	Application and interview

Able to deal with difficult and sensitive calls.	D	Application
Excellent customer care skills.	D	Application and interview
Personal Attributes		
Able to take responsibility for delivering against objectives.	E	Interview
Self-motivated, punctual, reliable, able to maintain confidentiality.	E	Interview
Motivated to make a difference including the ability to project the vision of the charity.	E	Interview
Willingness to work flexibly in approach to work and/or work time requirements.	E	Interview
Commitment to equal opportunities and working with people with disabilities.	E	Interview
Other		
Ability to travel on an occasional basis.	E	Interview
Full clean driving license.	E	Interview

Employment benefits



Medicash

Discounted Health Club Membership

Health and stress related support through a 24-hour helpline

Skin vision - skin health related tracker

Virtual GP and prescription service

Optical care

Routine dental treatments



Salary deduction travel to work scheme

Interest-free loan of up to £10,000 per year to cover the cost of a season ticket for your travel to and from work. Repayments can be spread over 12 months. Central office staff only



Salary deduction workplace parking scheme

Interest free loan to cover the cost of your parking permit. Repayments can be spread over 12 months. Central office staff only



Salary sacrifice cycle to work scheme

Receive a brand new bike and cycling accessories of your choice for use in commuting to and from work. Deductions are taken from gross salary providing tax savings. Central office staff only



Generous annual leave

25 days plus bank holidays (pro rata) plus 3 hour shutdown on Christmas Eve and New Year's Eve



Tax-free working from home allowance

For fully remote staff - annual payment



Learning and development opportunities

Both organisation-wide and individual training



Flexibility

Working arrangements flexible to meet the needs of our employees



Pension

3% employer contribution to workplace pension



How to apply

If you would like to be considered for this role, please apply below.

To ensure your application is considered, please upload both your CV and a cover letter. Your cover letter should include why you are applying for the role and how you meet the requirements of the person specification.

Applications submitted without a CV and cover letter will **not** be considered.

[Apply here](#)

As an organisation we value diversity and we are committed to equal opportunities in our recruitment process. Should you need any adjustments at any stage of the recruitment process, please contact us via recruitment@hda.org.uk or 0151 331 5444 (option 4). We collect monitoring data via a form sent to you following your application to ensure our recruitment processes are inclusive and reaching a diverse range of candidates. This will not form part of the selection process in any way, the data collected will be used for monitoring purposes only and the completion of the form is voluntary.

The Huntington's Disease Association is looking for someone with the ability to work in a way that promotes the safety and wellbeing of adults at risk, children and young people. We follow safer recruitment practices to ensure we are safeguarding the people we work with. We require the successful candidate to provide two employment references and undergo a Disclosure and Barring Service (DBS) check for enhance disclosure before joining the charity.

Full details of how we securely handle the data you provide to us as part of the recruitment process can be found in our [privacy notice for job applicants](#) on our website.

Closing date for applications is Monday 15 July 2024, 9 am.

Interviews will be held in Liverpool on Tuesday 23 and Wednesday 24 July 2024.

Get in touch

For further information about the role contact us

email **recruitment@hda.org.uk**

phone **0151 331 5444 (option 4)**

Further information

For further information about Huntington's disease and the charity

www.hda.org.uk

 @hda_tweeting

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 Huntington's Disease Association

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Registered office - Huntington's Disease Association,
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Inspired by our community