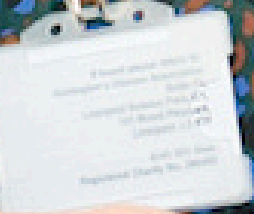




Huntington's
Disease
Association

Individual Giving Manager



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:

Individual Giving Manager

Job type:

Permanent, 35 hours per week (Full-time)

Responsible to:

Head of Fundraising

Office location:

Hybrid working - Liverpool Head Office (three days) / working from home (two days)

Salary:

£34,000

Job purpose:

We are looking for an experienced, proactive and creative fundraiser to develop and manage individual giving at our national charity. As the sole individual giving fundraiser at the charity, this is a multi-faceted, strategic thinking role with room for growth. You will represent and promote the work, vision and purpose of the Huntington's Disease Association.

Your role will involve a variety of duties, including annual planning for individual giving activities to grow and develop our supporter base; budget management; development of stewardship including a supporter journey to grow connections to the charity; and line management responsibility for the Fundraising Administrator.

Individual giving is an area of growth for the charity and we are looking to build on what has already been achieved in this area. Working in our fundraising team, you will contribute to the wider aims of the team and organisation, developing and delivering individual giving and stewardship for supporters to develop and grow this income stream further.

You will continue development on a creative and comprehensive individual giving programme focusing on in memory, lottery, direct marketing and appeals, regular and payroll giving, gifts in wills and membership schemes.

This is a fantastic opportunity for the right candidate to bring their knowledge, skills and experience in the charity sector to our organisation.

Main duties

- Line manage the Fundraising Administrator team in a supportive and engaging way, to both maximise team delivery and promote positive wellbeing and engagement
- Work closely with Head of Fundraising and the fundraising team to ensure individual giving goals are clear, achievable and delivered in a timely way
- Develop and manage all areas of individual giving in order to grow income from existing and new donors
- Interpret data in order to measure effectiveness and return on investment
- Develop and monitor annual income and expenditure budgets
- Work proactively with colleagues across the organisation to produce strong and compelling fundraising materials for a wide range of media
- Make data informed marketing decisions helping to maximise donor development opportunities
- Develop and implement a stewardship programme including communications through mailings, e-newsletters and digital activities
- Test and evaluate new methods for donor recruitment and increasing donations
- Work collaboratively across teams to help generate leads for other areas of giving
- Ensure that donations are thanked in a timely and appropriate manner, and that donations and donor information are recorded accurately on the organisation CRM

Other duties

- Represent the Huntington's Disease Association at a variety of activities including fundraising forums, meetings and fundraising events.
- Attend and contribute to team and charity-wide meetings.
- 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 with relative 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.
- To keep abreast of developments within the voluntary and fundraising sector to identify opportunities and trends
- 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		
A minimum of three years' experience of working in an individual giving, in memoriam giving, direct/digital marketing or membership role with demonstrably achieved results against targets	E	Application and interview
Experience of working on campaigns across key channels such as digital fundraising, direct mail, email and social media	E	Application and interview
Experience of thinking strategically about individual giving within a charity setting	E	Application and interview
Experience of managing budgets and consistently meeting income targets	E	Application and interview
Experience of direct line management	D	Application and interview
Experience of providing compelling content and stories and to inspire people and innovative content for a fundraising campaign	D	Application and interview
Experience of managing data on a CRM system	E	Application
Experience of using data to inform the development of donor marketing strategies	D	Application and interview
Knowledge and skills		
Excellent interpersonal skills	E	Interview
Ability to manage time effectively and meet delivery deadlines	E	Application and interview
Ability to work flexibly on own initiative or as a part of a team	E	Application and interview

Excellent problem-solving skills	D	Application and interview
Strong organisational and administrative skills including strong attention to detail	D	Application and interview
Highly computer literate, confident and proficient in working with Excel, Word, Publisher, PowerPoint and databases – or similar packages	E	Application and interview
Excellent numeracy skills and comfortable inputting financial data	E	Application and interview
Able to deal with difficult and sensitive calls	E	Application and interview
Excellent customer care skills	E	Application and interview
Personal Attributes		
Ability to work unsupervised and on own initiative	E	Application and interview
Ability to work as part of a small, collaborative team	E	Application and interview
Motivation to make a difference including the ability to project the vision of the charity	D	Application and interview
Willingness to work flexibly in approach to work and/or work time requirements	D	Application and interview
Ability to line manage with compassion and care	E	Application and interview
Commitment to equal opportunities and working with people with disabilities	E	Interview
Awareness of disability issues	D	Interview
Ability to travel on an occasional basis	D	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 Thursday 2nd January 2025, 9 am.

Interviews will be held on Wednesday 15th January 2025.

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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Inspired by our community