

# Senior Community Fundraiser (Maternity Cover, 12 months)



**Rennie Grove Peace**

**Department:** Fundraising

**Location:** Peace Hospice, Watford & Rennie House, Tring

**Reporting to:** Community Fundraising Manager

## About us

Rennie Grove Peace Hospice Care started formally operating in July 2023, through the merger of two successful organisations, Rennie Grove Hospice Care and Peace Hospice Care. We offer exceptional, specialised and highly valued care, serving our local community of people affected by life-limiting illness or bereavement, across Herts and Bucks.

Our merger is bringing together the best of both organisations so that we can:

- **Serve** – our communities with a wider range of services
- **Reach** – more local people
- **Strengthen** – our ability to secure more resources

To enable every local person to receive the care they need, when they need it, wherever they need it.

## About the role



The purpose of this role is to provide cover for a team member whilst on maternity leave, and continue to lead on community fundraising activity to grow our supporter base and increase income from community activity and support. With a passionate and keen community supporter base, this is a really exciting time to join our enthusiastic team to build on these relationships and develop new ones as Rennie Grove Peace Hospice Care.

## Main duties and responsibilities



### Community Fundraising

- Manage key relationships with community supporters.
- Manage and attend organised and supporter led community events, managing staff and volunteers as appropriate.
- Develop and manage relationships with key local community groups, fundraising groups and organisations to maximise ongoing and income potential.
- Lead on the delivery of planned campaigns and activities.
- Lead on developing a pipeline of new support from the community through research, engagement and acquiring support for Rennie Grove Peace.



- Provide excellent stewardship and donor care to ensure they become and remain committed supporters.
- Work with the fundraising team to identify, steward and maximise income from supporters and recognise the need for supporters to move fluidly between departments to maximise income.
- Ensure the delivery of tailored engagement and activity plans.
- Promote Rennie Grove Peace events and recruit participants and inspire supporters to take on their own sponsored events.
- Continue to implement supporter journeys to deliver a first-class supporter experience.
- Plan tailored communications to raise awareness of our cause and promote activity.
- Maintain accurate database records in line with Rennie Grove Peace procedures.

### **Personal/ professional**

- Comply with all Rennie Grove Peace policies and procedures.
- Maintain required organisational standards for all mandatory training.
- Maintain and improve professional competence by attending training courses, study days and conferences as appropriate.
- Demonstrate ongoing personal and professional development in accordance with annual Individual Progress Review (IPR) system.
- Ensure that information (in any form) relating to patients, staff, volunteers, customers and supporters is protected and treated confidentially at all times and complies with current data protection laws.
- Attend relevant meetings as appropriate.

### **Health and safety**

- Understand fire regulations and the action to be taken in the event of a fire.
- Report any accidents / incidents at work and record adverse incidents as appropriate.
- Follow all infection control policies and guidelines, ensuring staff appreciate preventing healthcare acquired infections and infection control is the responsibility of all.
- Adhere to the safeguarding policies and procedures relating to vulnerable adults and children.

## **What you'll bring**



### **Essential**

- Experience of community fundraising
- Experience of organising community events
- Experience of building relationships with a range of stakeholders
- Proven success as part of a team to achieve income targets
- Experience of working collaboratively in a team
- Ability to communicate effectively both verbally and in written forms.
- Be IT literate (Word, Excel, Outlook, databases)
- Sensitivity and understanding of the needs of supporters, many of whom may have experienced Rennie Grove Peace services or have been bereaved.
- Be a perfect match with our values:
  - We are caring and compassionate
  - We engage and empower
  - We strive for excellence
  - We develop and innovate
  - We respect and value



### **Desirable**

- Knowledge of Sharepoint
- Presentation skills and confident in public speaking
- Experience of working alongside/managing volunteers
- Strong problem-solving skills and able to implement new initiatives.

### **This role will suit someone who**

- Has drive and enthusiasm to develop new relationships across a wide range of stakeholders
- Has excellent interpersonal skills
- Can work autonomously and as a key member of the team
- Enjoys making and developing relationships with a wide range of people
- Can prioritise effectively
- Is flexible and adaptable and enjoys variety around where and what they work on
- Can build trusted relationships with the fundraising team and others within Rennie Grove Peace.

## **A bit more about the role**



### **Hours and location**

- You'll work 37.5 hours a week but part time hours would be considered. The role will require occasional work outside these hours to attend fundraising events and activities.
- This is a 12 months fixed term contract.
- You'll be based in Peace Hospice, Watford with a day a week at Rennie House, Tring.
- Travel between all Rennie Grove Peace offices will be required as part of this role.
- There are currently opportunities for a flexible approach to office and home working to be agreed with your line manager.

### **Reporting lines**

- You'll report to the Community Fundraising Manager
- You'll be working closely with the community fundraising team as well as the wider Fundraising and Marketing teams. You will also work closely with volunteers from time to time.

### **A few other important requirements of the role**

- Manual handling and/or heavy lifting: Yes, occasionally at events
- Full, current valid UK driving Licence: Yes
- Access to a vehicle which can be used for work purposes: Yes
- Car insurance, including business cover: Yes
- Disclosure and Barring Service Check: Not Required



### Other information

- This job description will be reviewed as part of your annual appraisal (IPR) and is not intended to be a complete list of responsibilities. To meet the ever-changing needs of the service you may be required to perform other duties within your capacity, appropriate with your grade, competence, professional qualifications, and general level of responsibility within the organisation.
- Further information on employee benefits can be found [here](#).
- Rennie Grove Peace commits to: Encouraging equality, diversity, and inclusion (EDI) in the workplace. Creating an environment in which individual differences and the contributions of our staff, potential staff and volunteers are recognised and valued and people are treated with dignity and respect. Applying the EDI Policy across all areas of recruitment, training, promotion, transfers, terms and conditions of employment, grievance and disciplinary procedures and decisions. Employing the best qualified staff based on aptitude and ability regardless of their background, providing equal opportunity for the advancement of all, including promotion and training.
- Rennie Grove Peace believes in providing appropriate training and development for all employees and you're encouraged to attend appropriate courses (internal and external).
- Rennie Grove Peace provides a high-quality service thanks to the enthusiasm and commitment of both staff and volunteers. We expect all staff to work positively alongside our volunteers and demonstrate our values (currently in development.)
- You will carry out your duties according to our Rennie Grove Peace philosophy, always acting in such a manner to justify public trust and confidence and to safeguard the interests and confidentiality of individual patients and their families.
- You should always be aware of the confidential nature of our work of Rennie Grove Peace.
- Rennie Grove Peace is a smoke-free organisation.

