

# Head of Philanthropy & Partnerships

## Vacancy information pack









# Introduction from the CEO

Hello,

It is my pleasure to extend a warm welcome to you as you consider joining our EHAAT family. The team who work with us are our most important asset. Upon joining us, you will become part of a dynamic, fast growing organisation which is committed to being a safe and effective clinical care provider.

All of our actions are guided by our values – passionate in going the extra mile, professional in treating everyone as they would wish to be treated, innovative in driving forward best clinical practice, inclusive in creating a safe environment where everyone feels comfortable being themselves, trustworthy in working openly and honestly and dedicated because we care about the cause, our patients and each other.

We very much consider ourselves a family, and we hope that anyone who chooses to join us will feel as privileged as we do to work for such an amazing charity. We have plans in place for a very exciting future and we would love you to join us on our journey!

Yours sincerely,



**Jane Gurney**  
Chief Executive Officer





## Our mission statement

**Our aim is to save lives, reduce or prevent disability, or suffering from critical illness and injury, by delivering a first class pre-hospital emergency medical service to the people of Essex, Hertfordshire and surrounding areas.**

Our highly skilled and specially trained pre-hospital care doctors and critical care paramedics work alongside our regional partners using helicopters and rapid response vehicles fitted with state-of-the-art life-saving equipment. Our critical care teams are dispatched by the East of England Ambulance Service NHS Trust.

We are here to assist everyone who lives, works, or is travelling through the region. The service is provided by the charity free of charge to patients of all ages, from every background and faith, who require the most advanced clinical care.

## Our values:

It's what we say, it's what we do, it's who we are...



### Passionate

We believe in our cause and are totally committed to the service we provide. The energy and enthusiasm we show demonstrates our motivation to sustain what we do.



### Trustworthy

We are credible and honest; we do what we say we'll do and we deliver high standards. We meet the needs of the patients we serve and we won't let them down.



### Professional

We show professionalism in every way, ensuring we do even the simple things well and that we portray the right image for our brand. We treat everyone as they would wish to be treated.



### Dedicated

We are loyal, kind, compassionate and considerate to each other – and to the patients we serve. We pull together as a family to achieve a common goal. We care about the cause and about each other; we are never off-duty.



### Innovative

We drive forward clinical innovations and constantly look for ways to improve what we do – encouraging initiative, being creative, learning from our mistakes and being open to making changes when needed. We are successful and lead from the front with huge drive, determination and energy.



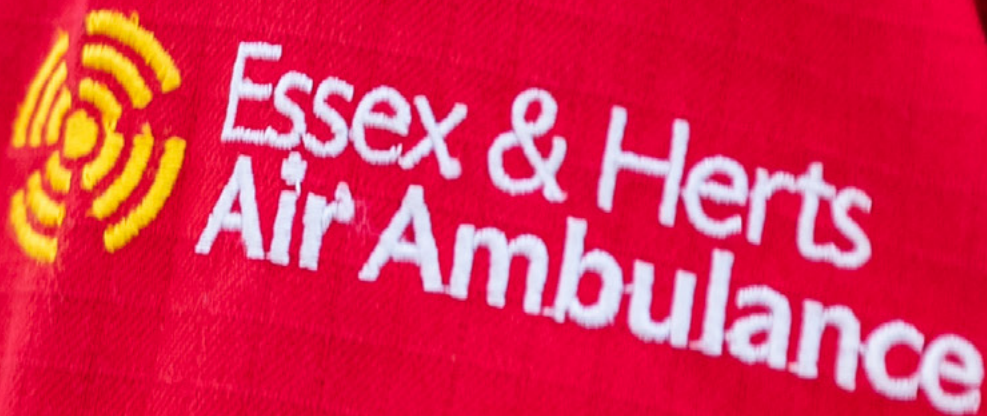
### Inclusive

Our goal is to attract, develop and retain talent from across society. This requires a culture of inclusion where all individuals feel respected and are treated fairly. Colleagues must act appropriately and treat each other with respect by listening to different viewpoints, opinions, thoughts and ideas, embracing and actively promoting a culture of inclusion.



# Job description

Job title	Head of Philanthropy & Partnerships
Reporting to	Fundraising & Marketing Director
Based at	North Weald airbase, Epping Hybrid working (up to 2 days a week at home)
Contract	Appointment will be made on a permanent basis with a 6-month probationary period
Working pattern	37.5 hours/ 5 days a week (Part time min 4 days a week will be considered)
Pension	Automatic enrolment to our pension scheme after 3 months
Annual leave	27 days plus bank holidays
Salary	Circa £65,000 FTE





# Job purpose

**We seek an exceptional senior fundraising professional to lead philanthropic giving at Essex & Herts Air Ambulance (EHAAT). The purpose of this role is to engage, cultivate and secure support from major gifts, grants, legacies and partnerships across Essex and Hertfordshire which will help shape, deliver and protect our vital life-changing service for the future. In particular it will focus on enabling the vision of EHAAT's innovative Centre for Excellence.**

This is an exciting time at EHAAT. Over the past two years, a strategy has been devised and initiated to develop major giving as a new stream of funding for the charity. As we enter the next phase of the strategy, this role presents a unique opportunity to build on the initial success of this programme and shape its future, alongside a committed and growing Development Board and a dedicated team, and with the support of the trustees and executive team. At the same time, we are bringing together for the first time other important areas of our fundraising, including legacies, trusts and foundations, and corporate partnership under the

leadership of the Head of Philanthropy & Partnerships to build a strong and focused team delivering across philanthropic giving for the charity.

The successful candidate will have a proven track record of working with senior level prospects and givers in a charitable context, as well as experience across other areas including legacies, trusts and foundations and corporate fundraising. A genuine team player, they will demonstrate strategic thinking, creativity and leadership, to inspire and motivate key individuals and to build strong, long-lasting relationships with the charity. In addition, they will have management experience to unite, develop and lead the team to achieve challenging targets and deliver long term philanthropic goals.

We are offering an exciting opportunity to work in close collaboration with the CEO, Chairman, trustees, senior volunteers and clinical teams to play a vital role in delivering compelling projects that will have life changing impact.



## Key responsibilities

- Lead and develop the strategy to build philanthropic giving at EHAAT in consultation with the CEO, Executive Team, Trustees and Development Board, to support the charity's objectives and long term aims.
- Deliver a fundraising plan across the Philanthropy & Partnerships team, including major giving, legacies, trusts and foundations and corporate partnerships, to achieve agreed strategic objectives.
- Provide excellent executive support and guidance to the Development Board and the Chair, and take a leading role in building the Board further by identifying and recruiting to its membership and the wider pool of Ambassadors.
- Ensure philanthropic giving to the charity is strengthened through in-depth research, compelling proposals, well-crafted approaches for gifts and excellent stewardship.
- Deliver regular activity and income reports and participate in the budgeting and forecasting of income in this area.
- Lead and support the Philanthropy & Partnerships team, enabling team members to fulfil their potential and meet agreed objectives through collaborative and shared working.
- Work across the charity to collaboratively create exciting and impactful propositions for funding, impact reports, and stewardship opportunities, in particular relating to the Centre for Excellence.
- Implement and regularly review an effective gift policy and undertake all necessary due diligence prior to accepting gifts, ensuring donations and grants

are correctly allocated and used, and conditions met.

- Develop and maintain a detailed knowledge of EHAAT's current work and future strategic plans.
- Identify potential relationships and opportunities across the fundraising team, recognising where there is overlap.
- Act as a source of expertise in major gift fundraising for the charity, advising Trustees, Development Board and Executive Team on managing key philanthropic relationships and partnerships.



# Person specification

## Essential

- Extensive major gift fundraising experience in a charitable context, including securing five and six figure gifts.
- Experience of working with a fundraising board and managing relationships with senior volunteers and colleagues to support fundraising objectives.
- Understanding of how to develop and manage a major gifts programme.
- Knowledge of effective fundraising strategies, across a range of fundraising streams, to achieve significant income, activity, and expenditure targets.
- Understanding of best practice in cultivation and solicitation strategy for major gift, grant, corporate and legacy fundraising, including ethical standards and relevant regulations.
- Experience of managing and developing a team
- Experience of working at a strategic level implementing organisation-wide plans and procedures
- Experience of using a CRM database. Excellent communication skills, verbal and written.
- Excellent interpersonal and stakeholder management skills and the ability to build good relationships internally and externally.
- Excellent planning, co-ordination and prioritisation skills with the self-driven ability to undertake various tasks simultaneously, flexibly and work against tight deadlines.
- High level of computer literacy, including Word, Excel and PowerPoint.
- Excellent communication skills, verbal and written.

## How to apply

To apply please submit a completed application form in Word format (NO CVs) and our Equality and Diversity Form to **recruitment@ehaat.org** by 11:59pm on 21<sup>st</sup> April 2024.

Please address in your supporting statement how you meet the person specification for the role as fully as possible to demonstrate why you should be shortlisted for interview for this post.

## Information if you have a disability

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to complete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. We encourage you to let us know if you have any requirements at any stage of the recruitment process.

## Equality, Diversity & Inclusion

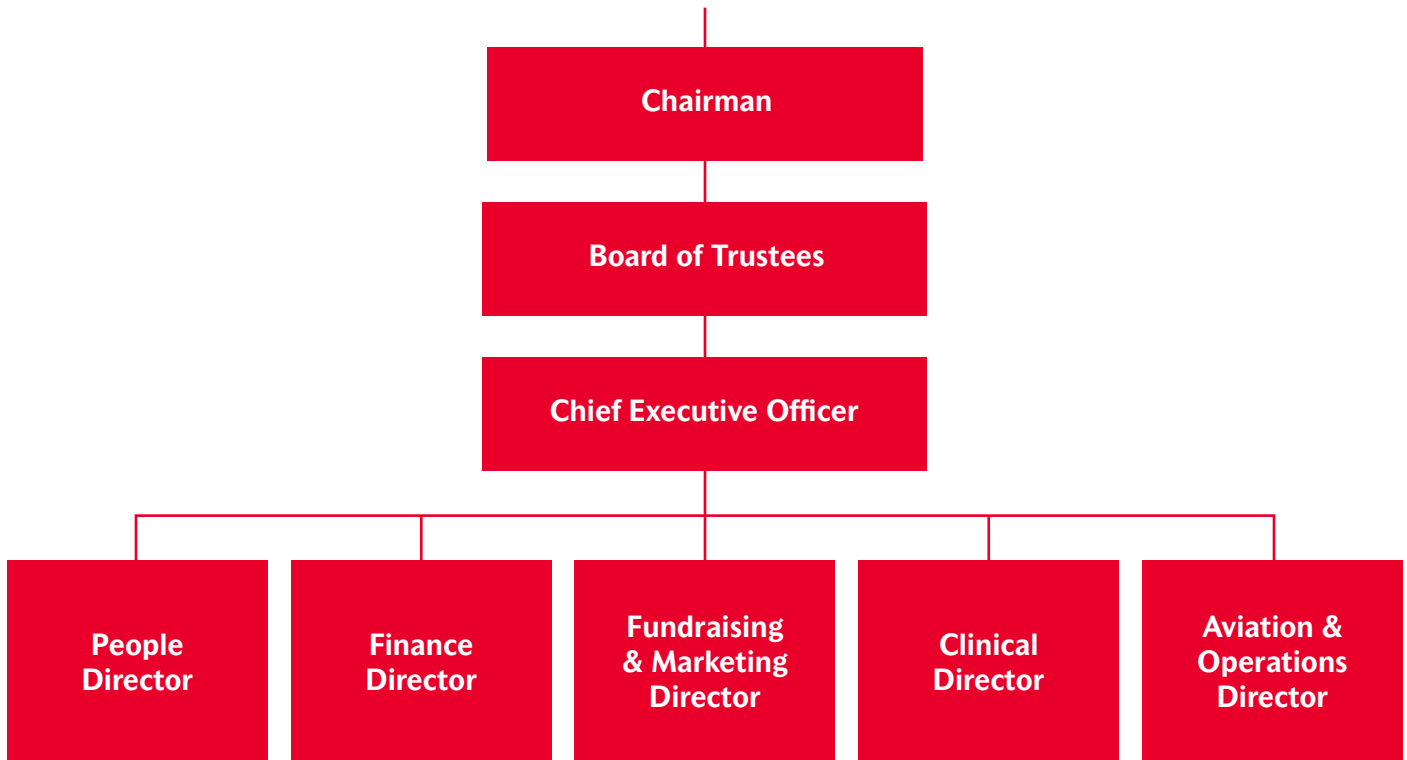
We are committed to becoming an inclusive organisation that represents all aspects of the communities we serve. We recognise that this is a journey and that there is a lot of hard work ahead. We celebrate diversity of background and thought in our ambition to create a workplace where everyone feels empowered and able to bring their authentic self to work each day. We collect EDI information for monitoring purposes only and it will not be used in any decisions affecting your application.

**Not this vacancy?** Why not join us as a volunteer? If you would like to know more about becoming a volunteer visit our website [ehaat.org](http://ehaat.org) or send an email to **volunteer.team@ehaat.org**

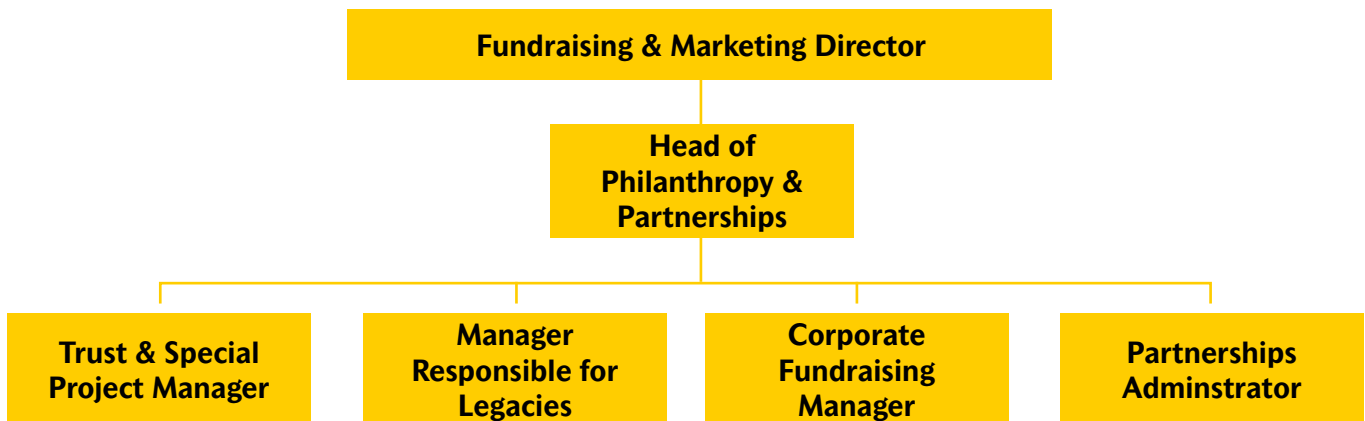




## Trustee Board and Executive Team

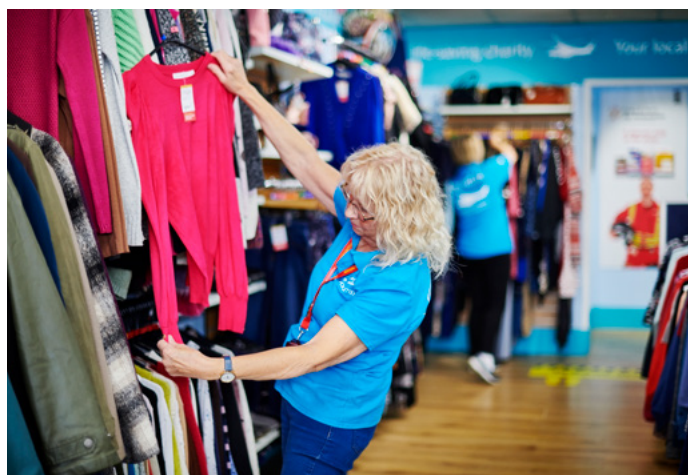


## Department Team





“ I never thought about the importance of a strong ‘work family’ but I realised what a team can make out of strangers when I came to EHAAT. Common beliefs, common values, and an organisation that cares about both our success and our welfare. It’s like raising children, teaching us skills, discipline and helping us build our self-confidence so that we can think bigger and achieve more. ”







## Minds matter

**At Essex & Herts Air Ambulance we recognise that wellbeing and performance are linked. Improving your ability to handle pressure and to balance work and home life can ultimately lead to improved individual and organisational performance and bring benefits to our team and our business.**

As a business, our objective is to drive the understanding that our team members may need additional support from time to time and also that they are still more than capable of achieving within their role.

Our commitment to the wellbeing of our team is demonstrated with our Mental Health First Aiders, regular Mental Health training for our managers, Mental Health & Wellbeing Action Group and Chaplain support.

EHAAT is committed to creating a supportive and open culture, where colleagues feel able to talk about mental health confidentially. To demonstrate this, we have signed the 'Charter for Employers Positive about Mental Health' making us a registered 'Mindful Employer.'





## “They saved my daughter’s life.”

Two-year-old Charlotte’s airway became obstructed whilst eating lunch at nursery.

She was turning blue when Essex & Herts Air Ambulance’s critical care team arrived and performed advanced techniques, allowing oxygen back into her lungs. Charlotte was then

anaesthetised and flown to Addenbrooke’s Hospital, where she was woken by the hospital team the following day.

After such a long time without oxygen, there were fears of neurological damage. Amazingly Charlotte awoke with just a cough and croaky voice. A few

weeks later, she visited the airbase to meet the team who saved her life.

This was all possible because of all the passionate, dedicated, hard working EHAAT team that work behind the scenes...





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Essex & Herts  
**Air Ambulance**

Your local life-saving charity