

JOB DESCRIPTION

JOB TITLE	Community Fundraiser (P/T)
LOCATION	Halton Haven Hospice
REPORTING TO	Head of Fundraising
ACCOUNTABLE TO	Chief Executive
HOURS	22.5 hrs
SALARY	£22,000 Pro rata

Role purpose

To work with the Head of Fundraising and the Fundraising Team to develop and deliver Halton Haven Hospice's community engagement. To achieve this by identifying, prospecting, supporting and facilitating the development of volunteer networks, individuals, businesses and fundraising groups across the Hospice's area.

To raise funds to meet agreed targets and objectives and be responsible for identifying, engaging and winning new support as well as maintaining and developing existing support from the community.

Principle tasks and Responsibilities

- To work with fundraising groups as well as individuals, volunteers and local businesses in ways that encourage and support people to fundraise for Halton Haven Hospice. To include recruitment of fundraising volunteers from all sectors of the community.
- Advise and provide support to community fundraisers (volunteers, community groups, businesses and members of the public) on registration procedures, fundraising regulations and best practice.
- Assist with the planning and co-ordination of designated fundraising events and activities, to maximise participation/attendance and funds raised. Delivering within budget both for expenditure and target fundraising.
- Liaise with all members of the Fundraising Team to ensure that events and campaigns are promoted throughout the community. To include providing content and gathering stories for web pages, social media and other communications as well as online resources for those interested in fundraising for the Hospice.
- Ensure that all community events are logged on the departmental calendar and recorded on the database.

- To manage event support staff and contractors in the delivery of events as agreed with the Head of Fundraising.
- Ensure that donations and sponsorship monies are received after an event or activity.
- To research, identify and develop new fundraising opportunities and relationships including the dissemination of marketing materials and placement of collection boxes.
- To promote Halton Haven Hospice by organising and/or delivering talks to local community groups, schools and nurseries, businesses and other organisations. Arranging Hospice visits and attendance at third party events as appropriate.
- To provide an excellent level of stewardship for all Halton Haven Hospice supporters. In so doing grow and utilise the Hospice's database of supporters in order to maximise regular giving and long term support.
- Record and process donations, correspondence and permissions on the database in accordance with the requirements of GDPR. Acknowledge support and arrange cheque presentations; liaising with other departments as appropriate.
- To manage stock inventory for all promotional goods and assist in the preparation of the stock take and reconciliation at year end.
- Participate in any team working activity and ensure effective communication. To include the dissemination of information accurately and in a timely manner to support effective team working, ensuring consistent development for the fundraising and events function of the Hospice.
- The post holder will be expected to manage their own workload, work under their own initiative and provide feedback producing reports and event evaluations both verbally and in writing as required.
- To maintain knowledge of current fundraising practices and procedures and of relevant legislation affecting fundraising activities within the charitable sector.
- Regularly attend team and other meetings as appropriate, contributing positively to discussions and debates and participating in shared decision making.
- To act at all times in accordance with the policies and procedures of Halton Haven Hospice in a positive way that promotes Halton Haven Hospice's reputation. In the event of possible conflict of interest full disclosure must be made to the Head of Fundraising.
- Act at all times as an ambassador for the organisation and maintain positive and effective communication both internally and externally in representing the service offered by the hospice.
- To undertake any other duties which may reasonably fall within the role of the post which will include attending events in the evening and at weekends.

Health & Safety & Security

- Under health and safety legislation, each individual has a legal responsibility for their own welfare and for the health and safety of others and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. The Hospice has a Health & Safety Policy which applies to all staff.
- Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their manager.

Equal Opportunities

- Halton Haven Hospice has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and Halton Haven Hospice Equality & Diversity Policy.

Confidentiality

- In the course of your duties, you will have access to confidential material about members of staff, volunteers, other hospice business and patients. The Hospice has Data Protection Policy which applies to all staff.

Safeguarding

- Halton Haven Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospices Safeguarding Policies. Safeguarding training is mandatory for all staff.