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| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Reports To: Head of Community and Events Fundraising | Band: 5D | | | | |  |  |
| **Supporting Evidence:** In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification  **Assessment**: **A** Application form / **I** Interview / **T** Test / **C** Certificate / **P** Presentation | | | |  |  |
| **Criteria - Knowledge, Training and Experience** | | |
| **Essential** | **Desirable** | **Assessment** |
| At least one year’s experience of fundraising or experience working within events or marketing industry | Proven experience of working in diverse communities, understanding and overcoming the impact of discrimination  Project Management, Fundraising or Events Management qualification  Experience of using web based content management systems  Experience of creating new fundraising groups | I |
| **Criteria - Communication & Relationship Skills** | | |
| **Essential** | **Desirable** | **Assessment** |
| Persuasive  Can-do attitude and enthusiastic  Diplomatic  Passionate about Fundraising  Excellent written skills, including business plans, timelines and marketing plans  Excellent communication skills; both written and verbal  The ability to form effective relationships with people from all walks of life | Experience of Donorflex  Knowledge of Hospice catchment area | A&I |
| **Criteria – Analytical & Judgement Skills** | | |
| **Essential** | **Desirable** | **Assessment** |
| Solutions focused | Excellent understanding of unconscious bias in your own practice with a solution focussed approach to identifying and resolving the blocks access and engagement | I |
| **Criteria – Planning & Organisational Skills** | | |
| **Essential** | **Desirable** | **Assessment** |
| Highly organised  Exceptional project management skills  Capable of managing multiple projects at the same time, on time, within budget and to agreed health and safety constraints | Community fundraising experience within a paid or official volunteer role  Event management experience | I |
| **Criteria – Management Skills** | | |
| **Essential** | **Desirable** | **Assessment** |
| Good communicator  Experience of managing volunteers |  | A |
| **Criteria – Physical Skills** | | |
| **Essential** | **Desirable** | **Assessment** |
| Physically fit – heavy manual work at events, loading, setting up, long periods spent walking and standing  To be adaptable to working in a wide range of environments, for extended periods; setting up and running events in all weather conditions |  | I |
| **Criteria - Autonomy** | | |
| **Essential** | **Desirable** | **Assessment** |
| Self-motivated and able to work independently as well as in a team |  | I |
| **Criteria – Financial and Physical Resources** | | |
| **Essential** | **Desirable** | **Assessment** |
| Experience of setting and managing budgets  IT literate and fully conversant with MS Office packages  Numerical fluency to identify and proactively address unwanted variation, trends and key performance information | Experience of using fundraising database | A&I |
| **Criteria - Other** | | |
| **Essential** | **Desirable** | **Assessment** |
| Commitment to the aims and ethos of the Hospice  Continually strive to improve the business  Development of others to succeed  Keen to develop self within role | Ability to speak, write and/or sign more than one language relevant to the population served | I |

**Confidentiality**

During the course of your employment, you may see, hear or have access to information on affairs of patients, staff and volunteers. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosures will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply to both during employment and after the termination of employment.

**Safeguarding Children and Adults**

The Hospice as an organisation and its employees are committed to safeguarding and promoting the welfare of children and vulnerable adults and meeting our statutory obligations in line with Section 11 of the Children Act 2014.

The Hospice meets all statutory requirements in relation to Disclosure and Barring Service (DBS) checks and the process of pre-employment checks is managed through a robust centralised process. All employees are expected to know how to respond when there are concerns for the safety of a child, young person or vulnerable adult.

**Health and Safety**

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following the recognised codes of practice and Hospice policies on health and safety.

**The Hospice of St Francis Diversity Position Statement**

The Hospice of St Francis view equality and diversity as a creative opportunity to embrace, respond and be relevant to its local community. We recognise that we need to create an environment where all patients, carers and their families feel they are treated equally as individuals and enable our staff and volunteers to thrive and achieve their full potential.

Diversity is about understanding, recognising, valuing and respecting difference in the broadest sense. It’s about creating a working culture through the implementation of practices that harness difference for the benefit of its patients, carers and families and its workforce.

**Smoking Policy**

Our policy is to ensure a safe and pleasant working environment for everyone. Smoking presents possible hazards related to fire risks, an unpleasant working environment, and the health risks to non-smokers associated with passive smoking. The Hospice has obligations under health and safety legislation to ensure a safe working environment for all employees, volunteers, patients and visitors. Smoking is therefore not permitted on the Hospices premises or in any external areas that are enclosed (e.g. porches). Smoking is also not permitted in the Hospices vehicles, or in vehicles that are being used on business where non-smokers are also present.

The person specification incorporates the Hospice of St Francis Values. They define the behaviours which support our culture, help us deliver results and underpin the Hospice Values. Recognising that people in different jobs in the organisation will be expected to reflect and support the Values in different ways, the competencies are described for different populations: team members; specialists; people managers and strategic leaders.

Interview questions will cover the requirements outlined in the Person Specification & the Hospice Values.

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| **The Hospice of St Francis Values** | | We show this through the following behaviours: |
| **Respectful Relationships** | We create a caring and compassionate environment: demonstrating appreciation and respect in all our interactions, and taking account of individual’s needs and circumstances. | Team work/cooperation  The way we deal with others  \*Respect for diversity  Integrity |
| **Constructive**  **Communication** | We encourage open, clear and honest communication, where everyone can be heard. | Listening & responding  Two way communication  Understanding the audience  Diplomacy |
| **Excellence through Innovation** | We strive for excellence in everything we do; encouraging innovation, maximising opportunities and exploring fresh ideas in order to see continuous improvement. | Adapting to change  Innovation  Creative problem solving |
| **Encouraging**  **Learning** | We educate and develop to enhance knowledge and skills, improve performance and help people to reach their potential. | Developing others  Giving and receiving feedback  Self-development |
| **Sustainable**  **Service** | We work hard to provide a professional and sustainable service which is fair, efficient and co-ordinated. | Delivering against objectives  Planning and prioritising  Managing resources  Monitoring and evaluating |
| **Community Engagement** | We involve and engage with our community, building mutually supportive relationships which maximise our contribution. | Representing the organisation  Being service oriented  Understanding our community |
| **Integrity & Trust** | \*This Value does not lend itself to being defined in behavioural competency terms – there are not levels or degrees of integrity and it may not lend itself to development in an organisational context. However, it is clearly an important value, and has therefore been included as a common statement across all levels under the competency Respectful Relationship |  |