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| JOB DESCRIPTION |
| **JOB TITLE:** | Events and Community Fundraiser |
| **REPORTS TO:** | Head of Events and Community Fundraising  |
| CONTEXT: The Hospice of St Francis Charity provides essential free care across West Hertfordshire and South Buckinghamshire and inspires people to raise over £6million every single year to fund this care. Our care at home and in the Hospice, delivered through inter-disciplinary teams and skilled volunteers is rated outstanding by the Care Quality Commission. As a local employer we aspire to meet this ‘outstanding’ rating in all aspects of what we do, from the experience of staff and volunteers through to our compliance with the corporate, financial, fundraising, charity and trading regulations for our business.  |
| OVERALL JOB PURPOSE: * Represent the organisation and uphold the organisations reputation and values
* To support the organisations income generation activity particularly through leading on specific tasks and projects aligned to the development of the Events and Community Fundraising portfolios
* As a key member of the Fundraising team, contribute to help raise nearly £800,000 per annum from Hospice organised events, challenge events and community fundraising activities
* To provide excellent donor care to supporters looking to deliver their own fundraising initiatives and cultivate lasting and productive relationships within our community
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| KEY RESPONSIBILITIES: |
| 1. Operational
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| * 1. Demonstrate professional expertise and ensure all tasks are completed in line with best practice and Hospice policy
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| * 1. To plan, organise and implement fundraising events and activities to deliver agreed income targets
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| * 1. Deliver and maintain professional relationships with individuals and organisations whether direct, or indirect interface with The Hospice of St Francis
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| * 1. Work with productivity measures and best practice to accomplish individual objectives that contribute to the department goals
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| * 1. Achieve or exceed income on all activities and ensure a minimum ROI of 1:3 with particular attention paid to expenditure aiming for the highest possible profit for the Hospice
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| * 1. Understand the income and expenditure budgets for key fundraising activities or events responsible for and report monthly back to the Joint Fundraising Director
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| * 1. Demonstrate excellent donor care to all supporters ensuring long-lasting and productive relationships are cultivated
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| 1. Productivity
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| * 1. Ensure all fundraising events are strategically planned, in terms of clear objectives, activity, recruitment, marketing, PR and donor care plans
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| * 1. Support the team in recruitment and induction of new employees and volunteers, as required
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| * 1. Participate and support training of staff and prospective and existing volunteers as required
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| * 1. Ensure careful financial management
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| * 1. Participate fully, and play an active role, in supervision and team meetings
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| * 1. Review effectiveness of own work and make recommendations to improve/change service provided
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| * 1. Ensure communication with colleagues across the organisation is professional, and maintain excellent working practice
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| * 1. Develop and cultivate productive relationships in the community with volunteers, fundraisers, community groups, faith organisations and educational establishments
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| * 1. Work closely with other departments, including the Communications team to ensure Hospice fundraising activities are promoted on brand and to the correct audiences; contributing to social media strategies, newsletter copy and keeping the website up to date
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| * 1. Take the lead to develop and cultivate effective relationships with internal and external stakeholders including key suppliers and support organisations
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| * 1. Be the Fundraising Champion for data, demonstrating high quality knowledge and understanding of Donorflex and use it to plan and evaluate fundraising initiatives effectively
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| 1. Governance
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| * 1. Identify and notify line manager of any operational risks, and when identified follow the correct process
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| * 1. Comply with statutory and mandatory training, continuous professional development, and any registration revalidation requirements, as necessary
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| * 1. When handling personally identifiable and sensitive information ensure your conduct is consistent with the requirements of the legislative, and regulatory frameworks for information and information governance, whether that be in hard or soft copy or digital formats
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| * 1. Contribute to a continuously developing strategy aimed to increase income and community engagement within our catchment area
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| * 1. Lead on specific fundraising events and campaigns ensuring the management of appropriate resource, staff and volunteers to deliver high quality activities for supporters and a strong ROI for the Hospice
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| 1. Personal Development
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| * 1. Keep up to date of key changes in policy, legislation and governance requirements relevant to the role and the Charity
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| * 1. Maintain continuing professional support and self-development to develop own skills and knowledge through additional education and training
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| * 1. Act as a role model promoting the values of the Charity in accordance with the post holders professional Code of Practice
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| * 1. To identify gaps in personal training and development and attend training as requested
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| 1. Health and Safety
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| * 1. Understand and comply with Health and Safety, Fire and Infection Control regulations, and Hospice policy, to assure compliance and resolve and/or mitigate risk
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| * 1. Ensure own safety, patients and visitors in accordance with the Hospice Health and Safety Policy on-site and off-site at Hospice run events
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| * 1. Complete all mandatory training for Health and Safety, Fire and Infection Control. Ensure risk assessments are completed as necessary to maintain compliance with Hospice regulations
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| * 1. Report any accidents or incidents in the department, record the incident in the relevant accident book
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| 1. Safeguarding
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| * 1. To act in a manner that safeguards the interests of beneficiaries and upholds public trust and confidence in The Hospice of St Francis
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| **DIMENSIONS:** The following posts report to this role/budget responsibilities:  |
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| **RELATIONSHIPS:** |
| Staff and volunteers Board of TrusteesExecutive TeamAssociation Members & PatronsPatients and FamiliesBank staff | Head(s) of ServiceKey donors and event suppliers  | Regulators regional officers/partnersNational Charities Professional bodies/networks Relevant regional & national peers  |