



**Nottinghamshire Hospice**  
adding life to days

### JOB DESCRIPTION

Job Title:	Community Fundraiser
Responsible to:	Public Fundraising Manager
Hospice Band:	Hospice Band 5
Salary:	£29,217 per annum
Contract:	Temporary, maternity cover (12 months)
Hours:	37.5 hours per week, predominantly Mon-Fri with some evening and weekend working
Team:	Income Generation > Fundraising
Location/Base:	Hybrid. Based from Nottinghamshire Hospice, 384 Woodborough Road, Nottingham, NG3 4JF with opportunity for home working.

### **JOB SUMMARY**

Nottinghamshire Hospice is the lead provider of palliative and end of life care in Nottinghamshire. Our services focus on supporting people with life-limiting, terminal illness by understanding their needs and those of the people who care for them.

This role is all about relationships, forging new ones and nurturing those we already have. You'll be responsible for developing and maintaining our growing community fundraising income stream by empowering and inspiring the community of Nottinghamshire to actively fundraise for Nottinghamshire Hospice.

Our focus is on giving supporters the tools and support to champion our organisation whilst having fun and making as much money as they can to support our patients.

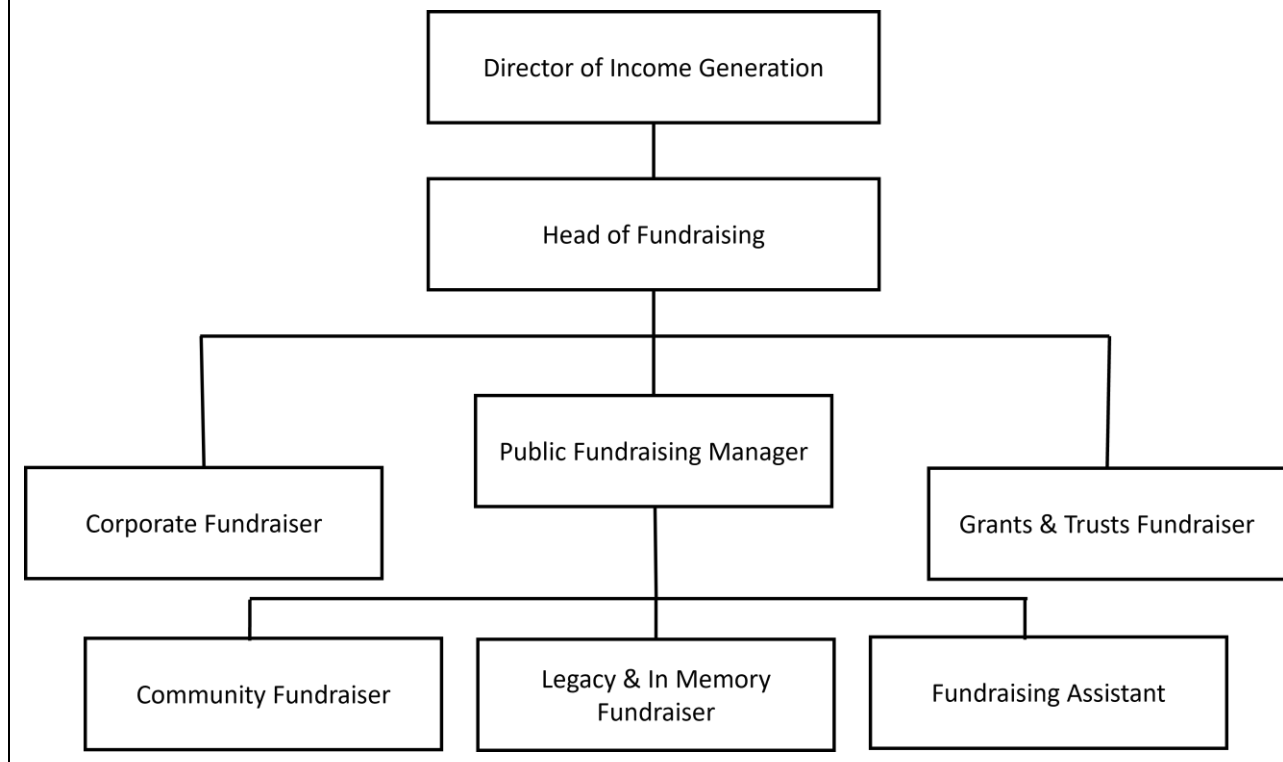
The role will do this by focusing on;

- Increasing our presence and fundraising income from local communities.
- Growing and then maximising the income from supporters who choose to fundraise for Nottinghamshire Hospice.
- Storytelling and communicating the impact fundraising has on those we support
- Recruiting and supporting a team of volunteer community fundraisers.
- Recruiting event participants and supporting their fundraising activities and developing a Hospice events programme that focuses on return on investment.

This role requires an ambitious, self-motivated, and target-driven fundraiser who will form part of our vibrant and passionate fundraising team.

The role will work collaboratively with creative colleagues in marketing to deliver engaging fundraising activity throughout the year, developing new and innovative approaches to community engagement.

## ORGANISATION CHART/ ACCOUNTABILITY



## MAIN DUTIES AND RESPONSIBILITIES OF THE POST

### **Increase presence in the community**

- Identify and support existing local community events to grow the profile of Nottinghamshire Hospice, generate income, and recruit new supporters.
- Raise the profile of the Hospice amongst community groups such as schools, social clubs and online community groups, and actively promote fundraising opportunities with these groups.
- Develop a diary of local events and opportunities and ensure a Nottinghamshire Hospice fundraising presence at these.
- Deliver talks and presentations to a variety of audiences to promote fundraising and raise the profile of Nottinghamshire Hospice.
- Represent the Hospice at functions, fundraising events and cheque presentations.

### **Empower supporters to fundraise**

- Develop a range of fundraising initiatives, campaigns and events for individuals and groups within the community to take part in.
- Work collaboratively with other members of the Fundraising Team and the Marketing Team to effectively promote campaigns and events.
- Create tools and resources for members of the public that inspire them to fundraise for Nottinghamshire Hospice.
- Support active fundraisers to exceed their income goals with innovative and fun ways to fundraise.
- Act as the first point of contact within Nottinghamshire Hospice for reactive fundraising and maximise these opportunities when they arise.
- Identify opportunities to convert existing donors into supporting us in other ways through effective, personalised stewardship.

### **Empower volunteers to lead our community fundraising**

- Work with the Volunteer Services team to recruit and train a team of volunteer community fundraisers based across Nottinghamshire.
- Manage and support these volunteers to represent the organisation and maximise key community fundraising opportunities.

- Set up support networks for these community fundraisers to keep them actively engaged in fundraising for Nottinghamshire Hospice.
- Create a training, recognition, and stewardship programme for these volunteer fundraisers.

### **Community & Hospice events**

- Identify and secure participant places at key third-party events.
- Develop relationships with event providers to maximise the opportunity for participant places and fundraising opportunities.
- Working with marketing colleagues, advertise and recruit challenge event participants to take part and raise sponsorship.
- Develop a clear supporter journey for these event participants to maximise their experience and drive their fundraising income.
- Develop an effective stewardship journey to thank participants, and develop them into supporters of other fundraising income streams.
- Support and develop third-party fundraising activities to help fundraisers achieve their personal targets.
- Develop a limited and deliberate Hospice events programme based on maximising Hospice profile and high levels of return on capital.
- Lead and manage these events including all health and safety and logistics elements, working with the marketing team to promote and maximise the number of attendees, and ensure a high level of income generated.

### **Planning & approach**

- Support the Head of Fundraising with the development of a community fundraising strategy, including income targets and key performance indicators.
- Lead the community fundraising strategy in an empowered way, giving supporters and volunteers the tools and support to maximising fundraising income on our behalf.
- Ensure the community fundraising approach integrates with other elements of the wider fundraising strategy.
- Work with the Head of Fundraising to create and manage an income budget, re-forecasting and contingency planning throughout the year when required.
- Develop and deliver an annual community fundraising activity plan to meet agreed budgets.
- Provide regular reports to various stakeholders to show progress measure success of community fundraising initiatives.
- Manage the administration of your fundraising, ensuring comprehensive and accurate record keeping.
- Work alongside the Fundraising Assistant to ensure the supporter database is kept up to date and relevant reports are produced.
- Collaborate effectively with all departments within the hospice, particularly the Marketing and Communications Team, to raise the prominence of community fundraising and achieve excellent results.
- Ensure all your fundraising activities comply with codes of practice and all relevant fundraising legislation.
- Maintain strict confidentiality in relation to all aspects of the role and organisation in line with GDPR legislation.
- Support other members of the fundraising team with their activities, where required.
- Carry out any specific tasks commensurate with the Grade as requested by the Head of Fundraising.

### **General**

- Work flexibly to the needs of the post including working evenings and weekends.
- Ensure Nottinghamshire Hospices commitment to equality, diversity and inclusion is embedded in all areas of fundraising practice.
- Act as a champion for equality, diversity and inclusion, challenging poor or

inappropriate practice in all areas of Nottinghamshire Hospice delivery of service. This is not restricted to the Income Generation team.

### **PERSON SPECIFICATION**

#### **Essential:**

- **Income Generation** - target driven with a proven experience of exceeding income targets.
- **Relationships** - proven experience of managing relationships with a range of different stakeholders, both internally and externally within an organisation.
- **Motivation** - Proven experience of motivating and inspiring others to achieve with the use of powerful storytelling.
- **Communication** - proven experience of being comfortable communicating in a variety of formats with a range of stakeholders.
- **Resilience** - proven experience of managing a busy workload with conflicting priorities.
- **Analysis** - proven experience of analysing data and information, drawing conclusions and making independent decisions.
- **Projects** - proven experience in managing projects from formation to delivery.
- **Compliance** - proven experience of working within a legislative or external governance framework.
- **IT** - Proven experience in the use of Microsoft Outlook, Word, Powerpoint, Publisher and Excel.

There will be a requirement to travel within work time to different locations to meet external contacts attend external meetings etc and having own transport will be required with a valid driving license and 'business use' motor insurance at the post holder's expense.

#### **Desirable:**

- Proven experience of working within fundraising or community engagement.
- Experience of working with volunteers.
- Experience of planning and delivering simple and successful events.
- Experience of General Data Protection Regulations.

### **WORKING CONDITIONS / EFFORT**

- Working at a VDU/PC for a large part of the role.
- Frequent interruptions with staff enquiries and telephone calls.
- Liaise effectively with all levels of staff.
- Communication within team and other agencies as necessary.
- Sitting in same position for periods of time.
- Busy workload.
- Based in historic building therefore lift not available.

## **HEALTH AND SAFETY, CONFIDENTIALITY AND EQUAL OPPORTUNITIES**

### **HEALTH AND SAFETY / SECURITY**

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

### **INFORMATION GOVERNANCE**

Nottinghamshire Hospice is required to maintain compliance with the NHS Information Governance Toolkit. All staff must ensure compliance with the requirements for information management and security. Should a breach occur all staff are required to report it immediately to their Line Manager and the Data Protection Legislative Controller.

### **INFECTION CONTROL**

Nottinghamshire Hospice has its own policy for Infection Control. All staff must keep up to date with the new policies and subsequent implementation in practice. All staff must contact their Line Manager if they are suffering from any form of infection with may put patients and other staff at risk.

### **NO-SMOKING POLICY**

Nottinghamshire Hospice has its own smoking policy which details the Hospice is a non-smoking organisation. The policy applies to all staff at all times.

### **EQUAL OPPORTUNITIES**

Nottinghamshire Hospice has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and Equal Opportunities Policy. All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their Line Manager, trade union/professional associations. Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file.

### **PERFORMANCE REVIEWS**

The Hospice is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

### **CONFIDENTIALITY AND FREEDOM OF INFORMATION**

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority other than in accordance with the provisions of the Policy on raising concerns about Health Care Services as may be amended from time to time.

All information held by Nottinghamshire Hospice is subject to the General Data Protection Regulations 2018. You will be required to observe Nottinghamshire Hospice policy on the data Protection applicable to your role, functions and wider organisation requirements.

Breaches of the regulations or any aspect of confidentiality will result in disciplinary action and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Hospice in any dealing they may have with employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

In addition to the above confidentiality requirements, you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information.

Any altering, destroying or concealing of information held by the Hospice with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

### **JOB DESCRIPTION AGREEMENT**

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Hospice's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the post holder prior to the changes being made.