



<b>Role title</b>	Community and Events Fundraiser, Northern Ireland	<b>Directorate</b>	Fundraising
<b>Location</b>	Belfast	<b>Accountable to</b>	Community & Events Fundraising Manager
<b>Travel requirement</b>	Regular	<b>Accountable for</b>	Volunteers
<b>DBS Check</b>	Yes (Access NI)	<b>Core Role Anchor Level</b>	Deliver
<b>Ambition focus</b>	6: Building the foundations for long-term growth		

<b>For recruitment only:</b>	<b>Hours</b>	<b>35</b>	<b>Grade</b>	<b>D</b>	<b>Salary</b>	<b>£22,397.16 to £27,184.72 per annum</b>
	<b>Contract type</b>			<b>Fixed term for 6 months</b>		

**We are the UK’s leading charity dedicated to conquering stroke.**

There are over 1.2 million stroke survivors in the UK. Almost two thirds have a disability and one third rely on others for help, making stroke one of the biggest causes of disability.

We are continually working to improve the lives of stroke survivors and their families who deserve the very best treatment and care. We deliver amazing, life-changing support to over 60,000 stroke survivors and their families each year. We also fund research to find better treatments, campaign for better stroke care and help people understand how to spot and prevent stroke. This work is made possible by more than 4,000 talented volunteers and staff, our fantastic supporters and our strong relationships with the stroke clinical and research community.

We work with integrity, demonstrating our values as one combined passionate, innovative, respectful and professional team.

Together we can conquer stroke.

## Directorate

Our Fundraising Directorate plays a key role in securing two thirds of the income of the Stroke Association which funds our Research programmes, our campaigns and helpline support and underpins our Services supporting stroke survivors. It also covers the core costs of running the Association. Last year we raised £24m from individuals, companies, trusts and foundations, and community organisations and we have specialist teams responsible for our wide range of fundraising disciplines - Legacies, Direct Marketing, Community & Events Fundraising, Corporate Partnerships and Philanthropy as well as a Development team which supports and improves our ability to raise money.

Join us and help to achieve a world free of stroke.

## Purpose of role

Every Stroke Association role is designed to contribute towards achieving our strategic ambitions. The particular focus of this role is to help us to achieve Ambition 6: Building the foundations for long-term growth.

The Community & Events Fundraiser is responsible for all areas of community and events fundraising including volunteer management across a designated area, under the direction of the Community and Events Fundraising Manager.

## Key responsibilities of role

Responsibility areas	Performance Indicators	Key Competencies
To implement a variety of fundraising initiatives from which to generate income. This will include traditional community fundraising activity, organising fundraising events and recruiting fundraisers for third party events.	<ul style="list-style-type: none"><li>• Range of initiatives and events</li><li>• No. of volunteers actively engaged</li><li>• Community relationships</li></ul>	Customer focus Business acumen Change readiness
To develop a network of contacts and key supporters within the region who will support fundraising events/activities.	<ul style="list-style-type: none"><li>• Key relationships established with;<ul style="list-style-type: none"><li>○ Stroke Clubs,</li><li>○ Voluntary groups,</li><li>○ Companies and</li><li>○ Individuals</li></ul></li></ul>	Customer focus Communicating and influencing Collaboration

<p>To work with the Community and Events manager to achieve Gross and Net income budgets for your areas of responsibility.</p>	<ul style="list-style-type: none"> <li>• Execute business plans and manage areas of responsibility</li> </ul>	<p>Business Acumen</p>
<p>To ensure that Stroke Association “Relationship Database” is updated and maintained appropriately by the fundraising team in the region.</p>	<ul style="list-style-type: none"> <li>• Database training</li> <li>• Compliance with data law</li> <li>• Accuracy of records</li> <li>• Timely input and removal of data</li> </ul>	<p>Customer focus Communicating and influencing</p>
<p>To work with Stroke Association Voluntary groups, Stroke Clubs and volunteers to maximise their fundraising for the Association and to ensure their compliance with the guidelines and policies of the Association.</p>	<ul style="list-style-type: none"> <li>• Evidenced attendance at group meetings and events</li> <li>• Evidence of fundraising and compliance support provided</li> </ul>	<p>Collaboration Customer focus Continuous improvement and innovation Leadership</p>
<p>To act as an ambassador for the Association to promote fundraising for the charity.</p>	<ul style="list-style-type: none"> <li>• Examples of presentation, displays, information stands and other public facing work</li> </ul>	<p>Collaboration Customer focus Continuous improvement and innovation Leadership</p>
<p>To work collaboratively with the other charity departments to ensure that fundraising opportunities are maximised within your area of responsibility.</p>	<ul style="list-style-type: none"> <li>• Key relationships established with; <ul style="list-style-type: none"> <li>○ Service colleagues</li> <li>○ Fundraising colleagues</li> </ul> </li> </ul>	<p>Collaboration Customer focus Continuous improvement and innovation</p>
<p>To ensure that best practice is maintained and that the guidelines of the Association in relation to fundraising activities are adhered to and income is maximised.</p>	<ul style="list-style-type: none"> <li>• Compliance</li> <li>• Income generated</li> </ul>	<p>Collaboration Customer focus Business acumen</p>

### Compulsory responsibilities of role

To undertake any other duties commensurate with the purpose and remit of the post

<b>Responsibility areas</b>	<b>Performance Indicators</b>	<b>Key Competencies</b>
To ensure that you manage and develop your own performance.	<ul style="list-style-type: none"><li>• Performance and Development Reviews are completed</li><li>• Mandatory training completed</li><li>• Gives and responds to feedback appropriately</li><li>• Engages fully with P&amp;DR process</li></ul>	Managing and Developing performance Continuous Improvement and Innovation Communicating and influencing
To follow the Stroke Association's policies and procedure.	<ul style="list-style-type: none"><li>• Familiar with competency framework including values, mission and vision.</li><li>• Accessed and read the Staff Handbook and any relevant policies and procedures to your role.</li></ul>	Change Readiness Open-minded
To contribute to any project work as required.	<ul style="list-style-type: none"><li>• Deadlines are met and quality of work is met.</li><li>• Encourages people to support the Stroke Association.</li><li>• Participates in fundraising for the Stroke Association.</li></ul>	Collaboration Business Acumen Continuous Improvement and Innovation

# Person specification

Education	Essential/ Desirable
Good level of general education with standard qualification passes or relevant demonstrable industry experience	Essential
Willingness to undertake training and continuing professional development	Essential
Experience	
Experience of undertaking and initiating fundraising activities and events	Essential
Experience of and competent in preparing and delivering presentations	Essential
Experience of using industry standard IT systems (e.g. Microsoft Office, Email, PowerPoint, Internet etc.)	Essential
Experience of managing volunteers	Essential
Skills and abilities	
Ability to proficiently use industry standard IT systems (e.g. Microsoft Office, Email, PowerPoint, Internet, etc.) to a basic level	Essential
Ability to work flexibly with regards to working patterns and duties	Essential
Ability to converse and communicate to a wide audience	Essential
Ability to represent the Association professionally at all times	Essential
Ability to work with attention to detail and on occasion unsupervised	Essential
Ability to use social media to promote events	Desirable

Other requirements	
Ability to demonstrate an understanding and commitment to our corporate values	Essential
To be committed to the principles of equal opportunities and diversity	Essential
To have an understanding of Stroke	Desirable
Full driving licence and own vehicle (or can demonstrate that can meet the travel requirements of the role which include travelling extensively across the Region to attend events)	Essential
Willingness to occasionally commute between regions	Essential
Organisational skills for events involving the general public and sponsors in business and the community	Essential

This information will be used as part of the shortlisting process.