

<b>Post:</b>	Community Outreach Fundraiser
<b>Reports to:</b>	Community Outreach Manager
<b>Region:</b>	Armagh, Newry and Mourne
<b>Salary Range:</b>	£25,769 to £31,006 per annum*
<b>Hours:</b>	Full time 37.5 hours per week
<b>Contract:</b>	Permanent

*\* Whilst the full salary range is advertised, our approach to starting salaries is to appoint at the lower end of the range. This ensures that pay progression steps are available to reward our colleagues annually based on their contribution to excellence and alignment to our values and behaviours.*

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## **Role**

The role will involve building new and developing existing fundraising relationships in the Armagh, Newry and Mourne areas, specifically in post codes BT31-35, & BT 60-71. Providing excellent stewardship and support to individuals and community organisations, businesses, groups, schools, churches, and NI Hospice Fundraising groups; in order to maximise and grow fundraising income and potential in the region.

Through positive community engagement, you will have the opportunity to increase awareness of the work of the Northern Ireland Hospice and Children's Hospice alongside raising much needed funds to help us continue to deliver care and support to babies, children, and adults, living with a life-limiting or life-threatening conditions.

## **Main responsibilities:**

### **Planning**

- Devise, implement and evaluate an annual fundraising plan, in conjunction with the Head of Marketing & Community Outreach, and the Fundraising Team to support the delivery of the community fundraising programme.
- Ensure that a healthy pipeline of forward activity is planned to deliver fundraising objectives.

- Contribute to the planning and delivery of NI Hospice led fundraising campaigns.

## **Fundraising**

- To motivate, inspire and provide support, advice and encouragement to individuals and groups who are organising events or activities on behalf of NI Hospice
- To target new supporters from within the local community, with the aim of expanding the supporter network
- Recruit for NI Hospice led campaigns and events and provide appropriate support to event participants.
- Assist in the organisation of certain NI Hospice led events.
- Develop, recruit, and retain independent fundraising groups for the region.
- Attend fundraising and other events as required, potentially in a wide range of locations.
- Identify and follow up opportunities to secure non-cash or in-kind support, e.g., volunteering, pro bono support, donations of equipment.
- Develop and nurture relationships with volunteer fundraisers and NI Hospice Support Groups, with the aim of maximising the funds they raise.
- Co-ordinate the recruitment and appropriate use of volunteers to support local fundraising.
- Ensure that all fundraising volunteers are inducted into their role and feel that their contribution is recognised to encourage and develop long term relationships.
- Identify opportunities for cross-team working and handover potential fundraising leads to other teams within fundraising.
- Undertake community fundraising activities in accordance with NI Hospice policies and procedures, adhering to the fundraising regulator's code of conduct.

## **Targets and Budget**

- Deliver agreed income targets across all fundraising activities.
- Promote uptake and maximise income from NI Hospice led campaigns and events.

## **Data, Reporting and Admin**

- Record data accurately using The Raiser's Edge database.
- Produce reports and supply data as required.
- Maintain and develop an accurate record of activities to enable the effective reporting, monitoring and analysis of community activity and achievements.
- Accurately record pledged fundraising income to provide confidence in achievement of income targets.
- Respond to enquiries made by phone, post, and email.

- Acknowledge donations appropriately; write effective thank you letters and share these with colleagues throughout the region.
- Count and bank funds received.
- Adhere to all relevant financial procedures.
- Cash handling, banking, acknowledging, and receipting income in accordance with Northern Ireland Hospice policies and procedures.

## Communications

- Presenting and pitching for support for NI Hospice and support and develop volunteers to give such presentations.
- Provide content for NI Hospice communications channels, e.g., newsletters, E-newsletters, and social media.
- Contribute to the creation of fundraising materials and resources for use regionally or nationally, as required.
- Work with supporters to raise awareness of NI Hospice
- Work with key staff i.e., Care staff, hospice staff, shop managers etc. to obtain support for and involvement with local fundraising activities.
- Sensitively and confidently communicate with patients and relatives both within NI Hospice and the community.

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## Miscellaneous

- Provide support for other aspects of the work of NI Hospice's fundraising team at busy times.
- Carry out other tasks consistent with the general remit of the post.

## Responsibilities

- This role does not have line management responsibility but will involve managing and supporting volunteers, including recruiting, and supervising the work of volunteers.

## General

In addition to the specific duties and responsibilities outlined in this job description, all Northern Ireland Hospice employees should be aware of their specific responsibilities towards the following:

- Northern Ireland Hospice operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds, or vehicles or when on Northern Ireland Hospice business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.

- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Northern Ireland Hospice is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Northern Ireland Hospice

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the business.**



**OUR VISION** is that infants, children and adults with life-limiting and life-threatening illness and their families receive excellent and compassionate palliative care, thereby, maximising their quality of life.

In pursuit of this vision, **OUR MISSION** is to inspire and deliver excellent and compassionate specialist palliative care via effective service models underpinned by exemplary education, innovation, and research.

Underpinning this strategy are **OUR VALUES** which we will strive to live by daily.

**We believe in:**

- A culture of respect and acceptance without distinction or judgement, where everyone can belong.
- Acting with courage, compassion, and integrity to add value to all that we do.
- Being pioneering, professional and accountable to deliver our very best.

**“We are an equal opportunities employer, and we welcome applications from all suitably qualified persons”**

## Job Specification

### Essential Criteria

	Criteria	Assessment
<b>Experience</b>	<p>2 years' experience and knowledge of fundraising/direct sales.</p> <p>Proven record of successfully organising events (including setting and working within agreed budgets, timescales, and resources).</p>	<b>Shortlisting/Interview</b>
<b>Skills</b>	<p>Proficient in the use of IT to include MS Office packages and knowledge of using fundraising databases or CRM systems and relevant social media packages.</p>	<b>Shortlisting/Interview</b>
	<p>Communication and organisational skills.</p> <p>Ability to multi-task, prioritise and work to deadlines.</p> <p>Team player with ability to work on their own initiative.</p> <p>Ability to work under pressure while paying attention to accuracy and detail.</p> <p>Ability to analyse problems and develop solutions.</p> <p>Ability to inspire and motivate supporters.</p> <p>Ability to communicate effectively and influentially with a range of stakeholders verbally and in writing.</p> <p>Strong presentation and public speaking skills.</p> <p>Ability to monitor budget and keep accurate financial records.</p> <p>Experience of working with volunteers/ working in voluntary sector.</p>	<b>Interview</b>

<b>Travel</b>	Hold a current full driving licence that allows you to drive in the UK and Ireland, with use of a private vehicle for business use or, in the case of having a disability, be able to demonstrate how the mobility requirements of the position will be met.	<b>Shortlisting/Pre-employment checks</b>
<b>Flexibility</b>	Being flexible to work unsocial hours as required, attending evening and weekend events if needed throughout Northern Ireland and beyond.	<b>Interview</b>

## Desirable Criteria

- NVQ Level 3 or minimum of 2 A levels or equivalent
- Experience of fundraising in local communities
- Fundraising qualification
- Experience of issuing press releases and other communications channels
- Knowledge of The Raiser's Edge
- Experience of working in a charity shop
- Knowledge of the region and of local fundraising opportunities

## Conditions of Employment

	<b>Requirement</b>	<b>Assessment</b>
1.	The Right to Work in the UK.	Provide original Right to Work documentation
2.	Provide 2 satisfactory references, one being from the most recent employer at managerial level	Give the name and contact details of referees in the application form.
3.	Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work.	Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required.
4.	Hold a full current driving licence valid for use in the UK and Ireland and have access to a suitable vehicle on appointment. Valid driver licence,	Provide relevant documentation

	<p>business insurance &amp; MOT as relevant. Checked prior to appointment.</p> <p>This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.</p> <p>Due to the wide geographical area public transport is not a viable option.</p>	
5.	<p>Successful applicants will be required to go through an Enhanced Access NI check.</p>	<p>Access NI check</p>