

**Job Title:** Community Fundraiser

**Reports To:** Income Generation Manager

**Disclosure Check Level:** Standard

**Working Hours:** 18.75 hours per week

**Location:** Flexible/Hybrid (working from home, and/or our offices in Magherafelt and Cookstown)

## **Overall Role Purpose**

Charis Cancer Care is a highly regarded charity in NI, and we are here to support people, across NI, affected by cancer at every stage of their journey. We also assist and support the families and supporters of those living with cancer or any family member bereaved by cancer through a range of holistic and complementary therapies. All of our services are provided free of charge to people affected by cancer.

As Community Fundraiser in Charis Cancer Care you will support the Income Generation Strategy through community and fundraising activity, organising events and supporting third party fundraisers. This role plays a vitally important part in ensuring we can continue to deliver a wide range of important services for people on a cancer journey, or those bereaved by cancer. The role of Community Fundraiser is a varied role which offers a combination of hands-on input with the post holder expected to lead on developing and delivering a calendar of fundraising events, working with local community organisations, businesses, individual donors and volunteers. This is an exciting time to join Charis where you will have the opportunity to develop and grow a team of fundraising volunteers, with lots of scope to develop and implement new fundraising activity using your skills and experiences gained in previous roles. Working alongside the Income Generation manager and Corporate Fundraiser you will have responsibility for the delivery of key elements of the Income Generation strategy, which includes areas such as Community Fundraising and Individual Giving.

## **Key Responsibilities**

- Responsibility for developing and implementing fundraising plans, events and activities to generate income, in line with agreed targets.
- Planning and organising a calendar of fundraising events including participation events with the help of volunteers, supporters and partner organisations.
- Developing, cultivating and sustaining fundraising relationships and networks.
- Increase the profile of Charis Cancer care through a variety of communication channels to generate engagement and interest in fundraising activities.
- Supporting the development of volunteer led fundraising initiatives.
- Recruitment and management of fundraising volunteers.
- Adhere to relevant fundraising legislation, including compliance with the Fundraising Regulator's Codes of Practice.
- Adhere to Data Protection legislation and Charis Cancer Care policies and procedures relating to the processing and storing of data.

## **People Accountability**

Number of Direct Reports: 0

Number of Indirect Reports: 0

Number of Volunteers Supervised: up to 50

## **Financial Accountability**

- Responsible for working within agreed annual budgets.
- Responsible for fundraising activities in line with agreed targets.

## **Person Specification**

### **Job-Related Experience**

#### **Essential**

- At least 2 years' experience in developing and delivering community fundraising activity or similar experience in a related discipline of work e.g event management.
- A track record of organising a calendar of events, e.g. fundraising events, working within agreed budgets and timescales
- Experience of developing new and managing existing corporate and community relationships.
- Thorough understanding of the regulatory environment for fundraising in the UK including data protection, Gift Aid and the fundraising codes of practice.
- Excellent interpersonal skills, including influencing, negotiation and persuasion skills across a wide range of stakeholders.
- Strong organisational skills, with a structured and methodical approach to work and a clear focus on results.
- Capable of spotting new fundraising opportunities which align to the work of the charity.
- Ability to manage a demanding workload and multiple deadlines.
- Microsoft Office skills and IT literate.
- Excellent written and oral communication skills.
- Access to a suitable vehicle that will enable the post-holder to meet the travel requirements of the post in an efficient and effective manner.
- Ability to work flexibly. This role will require some work outside normal working hours.

#### **Desirable**

- More than 2 years' experience in one or more of the following areas –Corporate Fundraising, Community Fundraising, Individual Giving and Event Management.
- Proven experience of securing charity of the year partnerships.
- Digital marketing experience including use of social media.
- Digital fundraising experience
- A recognised fundraising qualification
- At least 2 years' experience of recruitment, management and development of staff or volunteers
- Experience of establishing and developing a network of volunteer fundraising groups
- Confident user of fundraising databases.

#### **Terms & Conditions:**

- 18.75 hours per week (equivalent to 2.5 working days)
- Salary: £27,500 pro rata (£13 750)
- Working flexibly through a combination of working from home and/or our offices at Magherafelt and Cookstown. Travel will be required across the wider Mid-Ulster area, or other parts of NI.
- 18.5 days Annual Leave (this is the pro-rata amount for part-time staff and includes a pro-rata allowance of 6 Bank Holidays)

- Membership of NEST Pension Scheme with 4% employer contribution.
- Health Cashplan including Employee Assistance Programme
- This post carries a 6-month probation period.
- The post is offered on a permanent basis.

This is a part-time post equivalent to 2.5 working days. We are happy to agree the precise working pattern with the successful candidate.