



## Job Description

<b>Role:</b>	Community Fundraiser
<b>Reporting to:</b>	Fundraising Manager
<b>Hours:</b>	21 hours per week
<b>Location:</b>	The Children's Cancer Unit Charity, 141-143 Falls Road, Belfast, BT12 6AF
<b>Salary:</b>	£27,561 - £31,634 FTE

Established in 1984, The Children's Cancer Unit Charity (CCUC) is dedicated to delivering the highest standard of care by contributing to the advancement and development of the Children's Cancer and Haematology Unit at the Royal Belfast Hospital for Sick Children.

Between 60 and 70 children and young people in Northern Ireland are diagnosed with cancer or a complex blood disorder each year. Every one of them will be treated at the Children's Cancer Unit.

Our mission is to provide the best possible treatment and support for children and young people and their families facing a diagnosis and we are committing to making a positive, lasting impact on every child's cancer journey.

We help to provide vital resources for the Children's Cancer Unit and invest in specialised staff, equipment, research and family support services.

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### Role Overview

Working closely with the Fundraising Manager and the wider CCUC team, the Community Fundraiser will facilitate and support fundraising within the local community across Northern Ireland.

The Community Fundraiser will promote the work of The Children's Cancer Unit Charity, raise awareness of childhood cancer and its effects on families, and assist in developing relationships and raising funds for the Charity.

## **Main Duties & Responsibilities**

### **Fundraising**

- Raise funds from a range of sources across the community sector.
- Act as the lead contact for community fundraising within CCUC.
- Deliver excellent donor care to CCUC supporters and volunteers.
- Attend fundraising and other events as required, across Northern Ireland. This may involve travel as well as some weekend and evening work.
- Identify and prospect for fundraising opportunities to maximise fundraising activity and income.
- Develop and nurture working relationships with fundraisers, with the aim of maximising the funds they raise, and encourage ongoing support.
- Co-ordinate the recruitment and appropriate use of volunteers to support local community fundraising eg. events, collection boxes, street collections.
- Ensure the health and safety of participants and volunteers at CCUC fundraising events and activities.
- Monitor, evaluate and identify learning points from each area of activity.
- Support the Fundraising Manager to develop a range of plans that enable CCUC to achieve its income generation targets and return on investment.
- Working with the Fundraising Manager in organising and facilitating sustainable fundraising events and campaigns, and maximising community participation in existing events and campaigns eg. abseils, marathons, etc.
- Raise the profile of CCUC to grow core income and supporter/donor development.
- Research, evaluate, develop and implement new community fundraising events and campaigns, that will further enhance community fundraising income generation.
- Undertake community fundraising activities in accordance with CCUC policies and procedures, good practice, and within charity law.
- To undertake any other reasonable and related duties as required.

### **Data, reporting and administration**

- Use the appropriate systems and databases to accurately record supporter information in line with GDPR.
- Produce reports and supply data as required.
- Respond to enquiries made by phone, post and email in a professional and timely manner.

- Liaising with the Fundraising Manager, Communications Manager and Office Manager, ensure that donations are acknowledged appropriately and in a timely manner.
- Adhere to all relevant financial procedures.

### **Communications**

- Working alongside the Communications Manager, ensure that appropriate marketing materials are delivered to promote CCUC community fundraising initiatives, balancing cost and expected impact.
- Working with the Communications Manager, follow up potential PR opportunities.
- Contribute to the creation of fundraising materials and resources, as required.
- Provide content for CCUC's communications channels, eg. social media, website, newsletters.

### **General Responsibilities**

- To attend regular team meetings.
- To represent The Children's Cancer Unit Charity as directed by the Fundraising Manager and CEO.
- To maintain a positive working environment to promote team-working, respect, innovation and excellence.
- To comply with all CCUC policies, procedures and guidelines and current legislative requirements.
- To be available for ongoing professional development/training opportunities.
- To be available for planning, review, support and appraisal meetings.
- To perform any other reasonable duties and specific projects, as assigned by management, to contribute to the overall aims of The Children's Cancer Unit Charity.

**This Job Description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements of the charity at any time, following discussion with the postholder.**

# Person Specification

## Essential Criteria

### Experience

- 1 year's experience in a Fundraising, Event, PR, Sales or Marketing role.

### Qualifications

- A minimum of 5 GCSEs and 3 A Levels (or equivalent).

### Skills

- Excellent interpersonal and communication skills with the ability to enthuse and inspire others.
- Excellent relationship management skills with the ability to build rapport.
- Well-developed oral and written communication skills with the ability to influence, engage, negotiate and present to diverse audiences.
- Strong presentation skills.
- Ability to interact sensitively with CCUC families.
- Proven ability to plan, prioritise and manage a busy workload.
- Evidence of attaining a financial target.
- Experience of monitoring a budget.
- Ability to work as part of a team.
- Ability to collaborate effectively with a range of people, using appropriate working styles to achieve team and organisational goals.
- Proven ability to multi-task and work on own initiative, accurately and under pressure.
- Computer literate – experience of MS Office (incl. word, excel, powerpoint), email, internet and social media platforms.
- Excellent attention to detail.
- Confidentiality and empathy – being mindful of the sensitivities around the issues affecting children, young people and their families when living with cancer.
- Ability to use initiative to find solutions.
- Professional and friendly approach to supporters and volunteers.

### Other

- Ability to work outside of normal office hours and/or weekends.
- Hold a full current driving licence, and have access to the use of a car and business insurance, to carry out the duties of the post.

## Desirable Criteria

### Experience

- Experience of planning and organising an event.
- Effective project management experience to achieve agreed delivery and outcomes.
- Experience of community fundraising.
- Experience with CRM systems.
- Knowledge of Gift Aid, GDPR and fundraising codes of practice.
- Experience of Canva/Photoshop.

### Qualifications

- Third level qualification or relevant degree.
- Degree in Events, Marketing, Communications, PR, Business Management or related field.

## Benefits

- 28 days Annual Leave (pro-rata for P/T workers)
- 11 Statutory Days (pro-rata for P/T workers)
- Fixed Christmas Closure
- Day off for your Birthday
- Flexible Working Opportunities
- Time off in Lieu (TOIL) in compensation for additional hours worked
- Ongoing supervision and support
- Family friendly policies
- Celebration of Individual and Team Success
- Training & Development Opportunities
- Competitive Salary
- 5% Contribution to Pension Scheme
- Work-related Professional Membership Fees Paid
- Enhanced Sick leave, Maternity, Paternity and Adoption Pay
- Mileage Allowance at HMRC Rate

**Alongside our excellent staff benefits, we will support your ongoing development to build your skills, experience and career opportunities.**