

**CHILDREN'S HEARTBEAT TRUST
JOB DESCRIPTION**



- JOB TITLE:** Community and Events Fundraiser (Permanent)
- RESPONSIBLE TO:** Fundraising Manager
- BASED AT:** Children's Heartbeat Trust, Belfast with the opportunity for hybrid working, in line with business needs.
- HOURS:** Negotiable for the right candidate - minimum 30 hours per week, maximum 37.5 hours. Working pattern can be agreed with successful candidate.
- SALARY:** £28,500 - £31,000 (Pro Rata if hours reduced)

Main Purpose of Job

As Community and Events Fundraiser, you will support the Fundraising Manager to deliver and develop community and event activities as part of the Income Generation Strategy as well as, developing relationships and raising vital awareness of Children's Heartbeat Trust.

This is an exciting role with lots of variety to lead on developing and delivering across a range of fundraising events both central to the charity and through third party fundraisers by local communities, organizations and individuals.

Key Duties

- To work with the Fundraising Manager to raise revenue in support of agreed objectives and financial targets.
- Develop, coordinate and deliver core fundraising events and engage participants to fundraise.
- Develop, co-ordinate and support a wide range of third party fundraising activities within the local community across N.I, creating donor relationships and providing a high level of donor care.

- Use Salesforce, the charity's CRM system, to accurately record, report and maintain all supporter's information ensuring that it is up to date and accurate.
- Co-ordinate and attend cheque presentations, talks and fundraising events as a representative of Children's Heartbeat Trust accommodating those outside office hours and/or at weekends.
- To explore relevant fundraising opportunities as they present themselves with the support and recommendations of the Fundraising Manager
- Respond to fundraising enquiries and provide excellent donor care and support through face to face interactions, telephone, email, social media and written communications.
- Collate and prepare reporting on statistics and evaluations on fundraising events and activities.
- Work in collaboration with the Communications Manager on marketing and PR for all fundraising events and activities.
- Recruit, nurture and support volunteers as and when required for various activities.
- Develop, cultivate and sustain a wide range of fundraising relationships and networks.

General Duties

- Liaise with other team members of the Children's Heartbeat Team to ensure service user information, fundraising and financial details are recorded correctly.
- To ensure all activities are carried out in full compliance with the charities policies and procedures as well as all regulations set out by the Fundraising Regulator, Code of Fundraising Practice.
- To comply with all UK and EU Law in regard to data protection.
- To understand and be committed to the values of the charity.
- To engage in continuing professional development.
- To undertake any other duties as directed by and agreed with your Line Manager which contribute to the overall aims of the charity.

The Job Description is not intended to be either restrictive or definitive. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services the charity provides.

Please ensure that you clearly set out in your application how you meet each of the criteria as detailed in the person specification provided.

The Panel reserve the right to enhance the shortlisting criteria, as appropriate, in the event of a large volume of applications.

Person Specification

Attributes	Essential	Desirable	Measured by
Qualifications	Third level qualification OR relevant degree. 3 A Levels and 5 GCSE's Grade C or above to include English and Maths OR equivalent	A recognised Fundraising Qualification Member of The Institute of Fundraising	Application and certificates
Experience	A minimum of 2 years' experience in a Fundraising role OR similar experience in a related discipline e.g. events management/PR/marketing or sales. A track record of organising a calendar of events within agreed timescales and budgets. Thorough understanding and knowledge of the Fundraising environment,	Experience of supporting teams and individuals to achieve fundraising. Experience in delivering core events and/or community fundraising activities.	Application and Interview

	techniques and fundraising codes of practice.		
Administration Skills	<p>Strong organisational skills, with a structured and methodical approach to work and a clear focus on results.</p> <p>Highly proficient in MS Office applications including Word, Excel, PowerPoint.</p> <p>Confident in the use of various social media platforms.</p> <p>Ability to manage time effectively and prioritise work to meet deadlines.</p>	Experience in using a CRM System	Interview and Application
Communication Skills	<p>Excellent interpersonal and communication skills with the ability to speak and influence a wide range of audiences.</p> <p>A high level of written and oral communication skills.</p>		Application and Interview
Personal Attributes and Qualities	Ability to work accountably as part of a small multi-disciplinary team with great interpersonal skills.		Interview and Application.

	<p>Passionate about making a difference.</p> <p>Self-motivated to work independently and use initiative.</p>		
Circumstances	Flexible to work occasional evenings and weekends with advance notice.		Interview and Application
	Valid UK driving licence and use of car with business use insurance to meet requirements of post.		Copy to be provided