



**BLYTHE
HOUSE
HOSPICE**

CANDIDATE PACK

Community Fundraiser

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Location:

The role is based from Chapel-en-le-Frith, SK23 9TJ.

The role holder will be required to represent the organisation at events across North Derbyshire

Salary:

£27,476 - £31,049 per annum depending on experience

Hours of work:

37.5 hours per week to be worked Tuesday to Saturday. Flexibility required at other times outside of these hours.

Closing date:

Sunday 20th September

Interview date:

Wednesday 30th September



The ROLE



Blythe House Hospice are seeking a proactive and relationship-focused individual to play a key role in our fundraising team. The postholder will manage a diverse portfolio of supporter-led fundraising events and manage a variety of community fundraising campaigns to maximise income for the charity, taking responsibility for sustaining and developing existing relationships as well as forging new ones with prospective fundraisers.

About the role

This is a key role within a relatively small but incredibly dedicated fundraising team. The postholder will work closely with the Fundraising Manager to deliver the community fundraising element of the fundraising strategy, driving income growth whilst ensuring exceptional supporter experience. The Community Fundraiser is responsible for delivering a diverse portfolio of projects including established campaigns such as the Merry Mile and Treecycle, as well as inspiring groups, businesses and individuals to support the charity in their own way.

Working closely with volunteers, supporters and partners to provide excellent supporter care, fulfil objectives and maximise fundraising income, the successful candidate will be passionate about creating meaningful supporter experiences and motivated by the opportunity to make a difference for those impacted by life-limiting illness in North Derbyshire.

The core hours of this role are Tuesday to Saturday. Additional weekend and evening work will be required from time to time, to support fundraising events and community activities.



Job DESCRIPTION



Principal Tasks:

- Build and maintain strong relationships with supporters, community groups, schools and key stakeholders.
- Ensure excellent supporter stewardship and donor care, creating positive experiences that encourage long-term supporter engagement.
- Work collaboratively with colleagues across fundraising, marketing and volunteering teams to deliver integrated campaigns and initiatives.
- Represent the charity at events, meetings and community engagements, acting as an ambassador for the organisation.
- Give talks to local groups and in schools about the work of the hospice;
- Recruit, support and retain volunteer fundraisers and community ambassadors. Empower volunteers to represent the charity confidently within their communities.
- Grow income from Community Fundraising through businesses and groups; stewarding existing supporters and promoting new fundraising initiatives;
- Ensure all supporters are thanked in an appropriate and timely manner and their donations are administered in line with fundraising procedures;
- Lead on all aspects of planning and implementation of community campaigns.
- Manage and grow income from collection pots through promotion of these across the catchment area, changing collection pots on a regular basis;
- Utilise the fundraising database to ensure donors records are up to date and communications are logged accurately.
- Support the Fundraising Manager to deliver the Community components of the 3-year Fundraising Strategy;
- Continually scan the external environment to feed into ideas for future fundraising campaigns and initiatives.
- Ensure fundraising activities comply with relevant legislation policies and fundraising best practice standards.
- Maintain an up-to-date knowledge of charity legislation and government initiatives relating to the non-profit making sector and work to the Fundraising Regulator 'Codes of Practice' and General Data Protection Regulation.
- Be aware of and comply with all relevant hospice policies and procedures including those relating to health and safety, fire safety, data protection, IT and standing financial instructions;

Training & Development

- Full training is provided.

Child Protection and Vulnerable People

It is the responsibility of all staff to:

- Safeguard children and/or vulnerable adults; to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities;
- To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

Equality and Diversity:

- All employees have a positive duty to comply with our Equality and Diversity Policy and to ensure that their colleagues are treated with respect and dignity. It is important to both communicate and promote the equal opportunities policy as part of a collective effort on a regular and ongoing basis.

Personal SPECIFICATION



The criteria below reflect the realistic requirements in terms of skills, abilities, qualifications and personal attributes necessary for effective performance in this post.

	Essential	Desirable
Qualifications	Evidence of broad secondary education with examination success in literacy and numeracy	Fundraising or Business qualification
Experience	- Proven experience in a fundraising, sales, marketing and/or PR role. - Experience of using a CRM or database within a work setting.	- Experience in community fundraising or the charity sector - Experience working with and managing volunteers
Skills & Knowledge	- Excellent organisational skills and ability to manage multiple priorities - Strong rapport building and relationship management skills - Ability to work independently and as part of a small team - Strong communication skills with the ability to inspire and engage others - Exceptional planning and administration skills - Methodical approach - Confident in the use of MS Office suite programmes - Sound business acumen - Sound knowledge of Equal Opportunities and Safeguarding legislation with the ability to apply this as appropriate within the role	Ability to train personnel including volunteers to required standards
Personal	- Motivated and enthusiastic - Willing to work evenings and weekends as needed as part of the role - Flexible and adaptable - Empathetic and empowering - Ability to remain calm in a busy, developing environment - Appreciate diversity; non-judgmental approach - Good sense of humour, enjoy working within a team	
Other	- Full current driving licence with ability and willingness to use own vehicle - Commitment to the work and values of Blythe House Hospice	

About BLYTHE HOUSE HOSPICE



Blythe House Hospice provides care and support to patients and families affected by life-limiting illness across the whole of North Derbyshire. Our services include a 24/7 Hospice at Home and overnight Roaming Car service; giving patients across North Derbyshire the choice to remain at home in their last 12 months of life. The Community Hub in the High Peak provides patients and their families with access to physio, occupational and complementary therapies, childrens and adult counselling, group support sessions, nursing advice and support.

Blythe House Hospice receives less than 20% of the £2.6 million it costs to run each year from the NHS, and therefore the vast majority must be raised through fundraising and our 6 charity shops.

Our **VALUES**

Our brand **PURPOSE**

To support, look after and care for every person that needs us.

Our brand **VISION**

To provide tailored care and support to people with life-limiting illness so that they and their family can fulfil what matters most to them.

Our brand **MISSION**

We will show compassion and listen to people's needs. We will keep our enthusiasm and be our best in any situation.

BENEFITS



Holidays

The company's holiday year is from 1st April to 31st March. On appointment 27 days plus bank holidays (FTE). Annual leave allowance rises to 29 days (FTE) after 5 years of service and 33 days (FTE) after 10 years.

Flexible Working Policy

All flexible working requests are considered, two can be submitted each year. As the Community Fundraiser role is predominantly community based based to fulfil the main objectives of the role, flexible working arrangements will be agreed between post holder and line manager on an ad hoc basis.

Medical Review

On joining Blythe House Hospice you will complete a medical check through a company called Health Surveillance.

Pension

Blythe House Hospice operates a Group Personal Pension Plan (GPPP) with Aviva provided you meet the conditions for eligibility and will match employee contributions to the scheme up to a maximum of 6%. When employees are auto enrolled they will pay the minimum employee contribution of 4%.

New joiners with an active NHS Pension are able to bring over their NHS pension and Blythe House will pay in line with the rules of the scheme.

Training opportunities & qualifications

Blythe House encourage all staff to continue their with professional development and will support with role related training opportunities and qualification where appropriate.

Other

- Entitled to a Blue Light Card
- Entitled to Benefit-Hub Discount Scheme.
- Opportunities for training and professional development