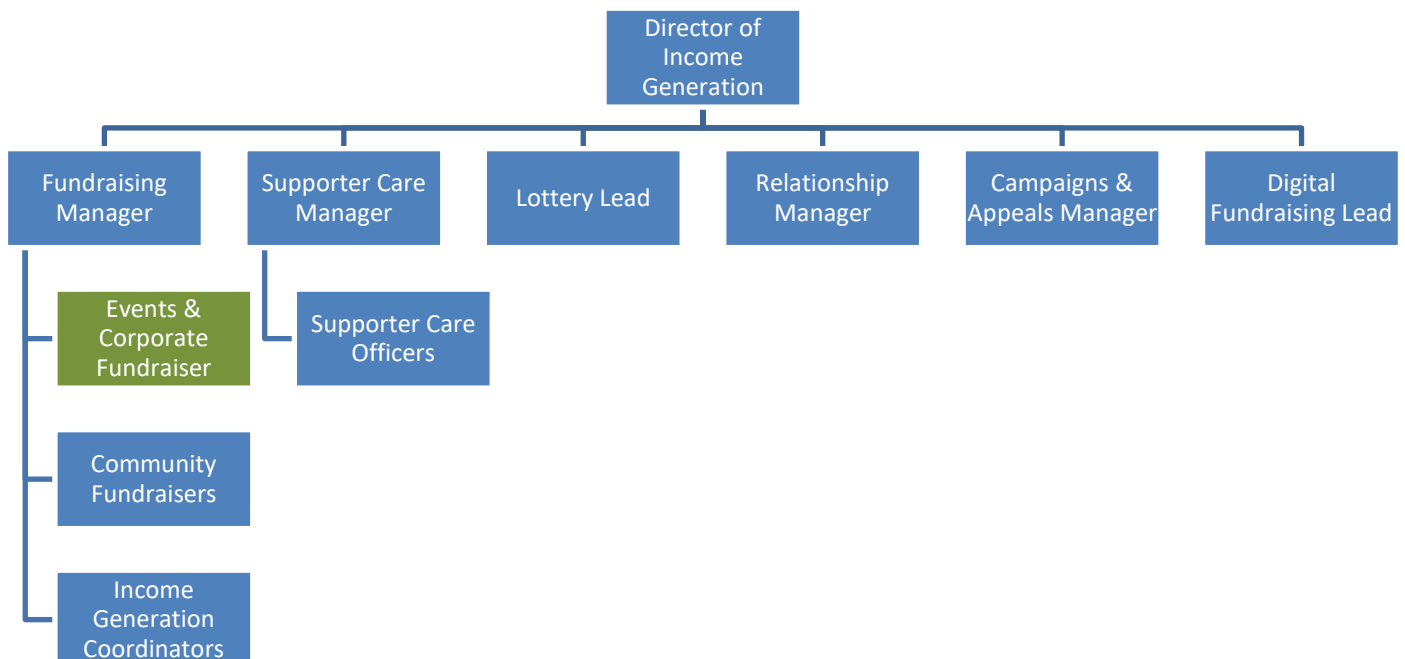


Job Description

POST:	Events and Corporate Fundraiser
HOURS:	37.5 per week
CONTRACT:	Permanent
ACCOUNTABLE TO:	Director of Income Generation
REPORTS TO:	Fundraising Manager

JOB PURPOSE:

- Generate income for the Hospice, in line with team and individual targets, through the effective organisation of Hospice events and corporate relationships to secure the wellbeing of patients, carers and their families.
- Ensure all supporters have an excellent experience of raising money for St John's Hospice through fundraising opportunities, encouraging repeat support and motivating individuals and businesses to raise as much money as possible whilst ensuring our reputation and fundraising regulation guidelines are met.
- Initiate, plan, organise and deliver key Hospice fundraising events ensuring staff, volunteers and members of the public are kept safe.
- Raise St John's Hospice's profile within the community, initiating and building mutually beneficial and sustainable relationships to ensure long-term support.



KEY WORKING RELATIONSHIPS

- Internal:** All members of staff and volunteers, CEO, Senior Management Team, Managers and Trustees
- External:** Commercial, statutory and voluntary organisations, Hospice supporters and members of the public.

MAIN DUTIES

Event Management

- Work with an innovative, positive and creative ethos to identify new opportunities, to ensure a growth in income generated through Hospice events.
- Work with the team to identify if any new opportunity is likely to be financially viable, before launching the event.
- Meet and agree with your line manager, an achievable financial target, for each event and ensure you utilise all available resources to achieve the target agreed.
- Create a working plan for each event, which is continually updated and shared with team members.
- Ensure the fundraising event is financially viable by sourcing competitive prices for venues, merchandise and first aiders, if required.
- Request relevant permissions from external businesses, public services (police, fire brigade) and local councils.
- Work closely with our Communications and Marketing team on promotions, publicity, public relations and advertising in relation to articles and information for the newsletter, website and other communication tools, ensuring that they have sufficient notice.
- Liaise with the Hospice's facilities department to ensure the smooth running of the event.
- Work with suppliers to ensure quality work is delivered, within the defined schedule and at a competitive cost.
- Manage all activities, costs and administration in line with budget.
- Review and improve all fundraising activities to ensure the best use of volunteers, resources and systems to deliver our objectives.
- Communicate details of all events to the wider hospice team, to obtain support from staff and volunteers, as well as making everyone aware of fundraising activities which may affect their daily work.

Corporate Engagement

- Ensure we are Charity of choice for local businesses
- Engage and grow corporate support through a range of activities
- Retain and steward existing relationships with local businesses
- Recruit and nurture new business relationships through a series of channels and activities

Governance

- Have responsibility for undertaking risk assessments for all activities as required (full training will be provided) and act responsibly in relation to the health & safety of staff, volunteers and members of the public.

- Undertake all activities in compliance with the Fundraising Regulator ensuring that all records are maintained in compliance with relevant legislation.
- Ensure the Income Generation database is maintained in line with best practice and internal processes, and ensure data integrity and security is maintained in accordance with data protection legislation and the Hospice's policies and procedures.

Volunteers

- Recruit volunteers to provide support at key fundraising events.
- Ensure contact is maintained with volunteers prior to each event to maintain their commitment.
- Prior to the event communicate to volunteers their role and responsibilities at the event, sharing any relevant risk assessments.
- Provide support to volunteers during the event, and ensure all volunteers are thanked for their contribution.
- Maintain and develop good relationships with fundraising volunteers in order to increase the success of fundraising initiatives.

Other Duties

- Be an 'ambassador' for the Hospice at all times, ensuring the Hospice's brand and reputation are maintained.
- Negotiate, network and develop relationships across a wide range of external supporters including individuals, companies and high value contacts face to face and on the phone to maximise income.
- Share ideas and opportunities with other members of the Income Generation Department and to identify and research new activities.
- Initiate, build and manage relationships with agreed corporate and individual supporters to maximise and sustain income, providing the highest standards of donor care service throughout.
- Where required support the work of the Community Fundraiser by delivering presentations to businesses, community groups and schools to a high standard ensuring the presentation is relevant to the audience.
- Be aware of the overall activities of the Hospice and represent the Hospice at functions when necessary.
- Manage general queries from supporters, members of the public and internal colleagues in a timely manner.
- Carry out any other duties as requested by the Fundraising Manager and Director of Income Generation.

General Duties and Responsibilities

- Employees must demonstrate commitment to their own personal development and are required to make a positive contribution to fundraising and raising the profile of the Hospice locally and nationally.
- Strict confidentiality applying to all aspects of Hospice business must be observed at all times.
- Use own initiative to manage work volumes and prioritise workload.
- Work is a mix of supervised and unsupervised with a degree of self-checking.
- Responsible for ensuring that workloads and deadlines are managed effectively.
- Work hours as designated and agreed with the Fundraising Manager
- Comply with all relevant legislation.
- Driving within local community required with role (Hospice van or car).
- Physical demands in relation to some activities, expected to be a fully active member of the team.

- Setting up at venues will involve carrying equipment/materials up to approx. 10 kilos.
- PC work – hand and wrist dexterity and use of VDU.
- Own transport needed to attend external events and appointments with business insurance required on own vehicle.
- You will be required to work some evening/weekends, Bank Holiday, lone working as and when required. Weekend working will be up to 10 occasions per year.

OTHER

The responsibilities set out in this document may change from time to time through discussion with the post holder. In addition, the post holder might at the discretion of the Senior Management Team, be required to take on other tasks in the wider interests of the hospice.

STANDARD/ENHANCED DISCLOSURE REQUIREMENT

Enhanced (Supervise volunteers who may be under the age of 18 or have a learning disability)

DUTIES AND RESPONSIBILITIES TO ST. JOHN'S HOSPICE

1. Confidentiality

Each member of the Hospice staff is responsible for ensuring the confidentiality of any information relating to patients, personal information relating to staff, volunteers, supporters, visitors or contractors, financial information, commercial information, and for complying with all the requirements of the Data Protection Act and Caldicot Guidelines whilst carrying out the duties of the post. Any breaches in Hospice confidentiality will be dealt with by St. John's Hospice Disciplinary Procedure and may result in dismissal.

2. Health and Safety

Each member of the St John's Hospice staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

3. External Interests

Each member of the St John's Hospice staff is responsible for ensuring that any external interest they have do not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict with their work. Each member of staff is reminded to refer to their employment contract in relation to any other secondary work that they may do alongside working for St John's Hospice and their obligations under the Working Time Directive.

4. Statutory Training

Each member of the St John's Hospice staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

5. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the St John's Hospice to achieve its corporate goals and objectives.

6. Safeguarding

Each member of St John's Hospice staff is responsible for understanding their responsibilities for Safeguarding Children and Vulnerable Adults in accordance with their job role and any requirements they are obliged to follow as members of their profession. Staff should seek guidance from their immediate supervisor if in doubt.

7. Disclosure and Barring

Each member of staff is required to disclose any caution, fine, penalty or criminal conviction that may occur during the course of employment. This should include any motoring convictions as this may affect the staff member's ability to use Hospice vehicles. Any change in circumstance must be reported immediately to the staff member's supervisor so that any impact on ability to work in post can be assessed.

8. Equality and Inclusion

Each member of staff is required to undertake their duties with due regard for the provisions of the Equality Act 2010 i.e. not to discriminate against members of staff, patients, patient family members, volunteers, supporters, contractors and any visitors to the Hospice.

9. Volunteers

The role of volunteers is integral with the work of St John's Hospice and paid staff are required to underpin this in their attitude and actions.