

Job Description

POST:	Fundraising Apprentice
HOURS:	37.5 per week
CONTRACT:	Fixed Term
SALARY:	£18,525.00 per annum, based on 37.5 hours / week
ACCOUNTABLE TO:	Director of Income Generation
REPORTS TO:	Corporate, Events & Digital Manager

JOB PURPOSE

As a Fundraising Apprentice, you'll play a key role in supporting our community, events, and supporter care teams at St John's Hospice. This hands-on role will give you the opportunity to get involved in a wide range of fundraising activities while developing your skills and gaining valuable experience in the charity sector.

This is a Level 3 apprenticeship designed to develop the right individual through hands-on experience and structured learning. You'll receive external training from The Juice Academy, equipping you with the skills and knowledge to build a long-term career in the fundraising sector.

We know that the workplace may not be a familiar environment, so your line manager will be there to support you. You're not expected to arrive knowing everything – you'll learn on the job and we'll teach you what you need to know. A willingness to learn and communicate is essential.

KEY WORKING RELATIONSHIPS

Corporate, Events & Digital Manager

Corporate & Events Fundraiser

Income Generation Co-ordinators

Community Fundraising team

Marketing & Communications team

Supporter Engagement team

Volunteers

MAIN DUTIES (include but are not limited to)

- Build and maintain relationships to attract new supporters and retain existing ones.
- Attend community activities and events (evening and weekend flexibility required).
- Secure funds and raise awareness in line with agreed targets and KPIs.
- Manage a portfolio of external stakeholders including supporters, volunteers, corporate partners, and event participants.
- Maintain accurate records in our supporter database.
- Conduct research to gain insights that inform fundraising strategies.
- Support the development and delivery of fundraising plans.
- Create compelling content to build a strong case for support.
- Contribute to the evaluation and improvement of fundraising initiatives.
- Promote existing fundraising propositions and help develop new, innovative ideas.
- Ensure compliance with Fundraising Regulator and Data Protection regulations.
- Proactively address and solve problems within your role.
- Carry out sales activities as outlined in fundraising plans.

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 your Line Manager, be required to take on other tasks in the wider interests of the Hospice.

STANDARD/ENHANCED DISCLOSURE REQUIREMENT

Standard

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 Caldicott 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 Johns 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 Johns 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 Johns 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.