**Primrose Hospice & Family Support Centre**

**Job Description**

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| **Job Title:** | **Fundraiser** |
| **Reports to:** | **Fundraising Manager** |
| **Hours:** | **15 hours per week** |
| **Salary:** | **£12,590 Actual / £31,473 FTE** |
| **Location:** | **Primrose Hospice, Bromsgrove** |

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| **Purpose of the Post** |
| To educate, engage and inspire our community to choose to support Primrose Hospice as their charity of choice, through the development and delivery of campaigns and events. To work with the Fundraising Manager to design and deliver creative fundraising campaigns, with the objective of building and maintaining beneficial relationships with community, corporate and individual supporters, while growing the profile and reputation of Primrose Hospice. To work with the Fundraising Manager to ensure that fundraising within Primrose Hospice is innovative and forward-thinking, and to identify opportunities to grow support within the local community. |

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| **Main Operational Duties & Responsibilities** |
| **Fundraising*** Act as the initial point of contact in relation to supporter enquiries.
* Lead on the development and delivery of a programme of fundraising events and campaigns to maximise income generation.
* Attend events where appropriate to promote the work of Primrose Hospice as agreed with the Fundraising Manager, including out of hours where necessary.
* Implement clear supporter journeys and process map all activities, ensuring supporters receive the best possible experience.
* Develop a sustainable pipeline of future business from across the community and corporate sector.
* Develop and nurture relationships with potential supporters (e.g. local businesses, schools, and community groups).
* Identify opportunities to secure non-financial support such as pro-bono advice, volunteering, or Gifts in Kind.
* Confidently deliver pitches and presentations.
* Network at appropriate events to raise the profile of Primrose Hospice and secure new introductions whilst identifying areas for growth.
* Support volunteers working with the Fundraising Team.
* Ensure supporters have a positive experience in their engagement with the Hospice.
* Work in partnership with suppliers to achieve the best deals for the Hospice.
* Keep up to date with developments and trends in fundraising.

**Communications, PR and Promotion*** Support communications in all digital media applications, including Facebook, LinkedIn and Twitter to promote events and fundraising activities.
* Develop a detailed understanding and knowledge of the work of Primrose Hospice.

**Administration*** Contribute to the work of the Fundraising Team across all areas as required, attending and contributing to team meetings, covering telephone and administration tasks as necessary.
* Use the Donorflex database system to set up and maintain accurate records of communications, events and activities taking place.
* Keep accurate records of income generated from fundraising activities.
* Keep files up to date with event plans and delivery.
* Ensure all activities comply with GDPR and the Data Protection Act.
* Attend monthly 121 meetings with the Fundraising Manager .
* Attend fortnightly team meetings.
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| **Key Working Relationships** |
| * Line Manager
* Departmental colleagues
* Senior Leadership Team
* All other staff
* Volunteers
* Trustees
* Service users
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| **Working Conditions / Environment** |
| * There may / will be contact at times with service users and / or supporters who are experiencing considerable emotional distress.
* The role involves working on a computer for considerable amounts of time.
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| **General** |
| Job Description LimitationsThe post holder is expected to undertake any other duty within their ability and within reason, as may be required from time to time, at the direction of the line manager. This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in the job and has to be flexible to cope with the changing needs of the job and the Hospice.Training & ReviewAll employees will undertake and comply with mandatory training requirements, ensuring training is up to date at all times. Staff will attend and contribute to regular 121’s with their line manager and comply with the appraisal process.AssistanceThe Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist at any time, the post holder will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. The post holder will also ensure good communication and be mindful of their responsibility towards that volunteer in terms of Health and Safety.ConfidentialityEmployees must be aware of the confidential nature of the Hospice environment. Any matters of a confidential nature, relating to patients, carers, relatives, other service users, staff or volunteers must not be divulged to any unauthorised person.Data ProtectionThe post holder must make themselves aware of the requirements of the Data Protection Act and General Data Protection Regulation and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.Health and SafetyEmployees are required to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. Employees must ensure that statutory regulations, policies, codes of practice, safety and good house-keeping rules are adhered to, attending training sessions as required.Hospice’s Core PurposeIt is expected that staff will be committed to the core purpose of the Hospice and will act as an ambassador for the Hospice, actively promoting it throughout their role. It is also hoped that as the Hospice is heavily reliant on charitable donations staff will support promotional activities where possible showing support to colleagues in the spirit of team working.OtherAll employees are expected to:* work within Hospice’s policies and procedures
* take responsibility for the quality of their work
* observe a duty of care in relation to equipment and resources used in the course of their work
* participate in and contribute to staff meetings
* behave in a professional manner, reflecting and maintaining Primrose’s core values
* demonstrate a commitment to their own development, taking advantage of educational and training opportunities and developing their own competence
* support and encourage harmonious internal and external working relationships.
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| **Job Holder’s Name:** |  |
| **Job Holder’s Signature:** |  |
| **Line Manager’s Name:** |  |
| **Lime Manager’s Signature:** |  |
| **Date Agreed:** |  |

Primrose Hospice & Family Support Centre is committed to an equal opportunities approach in everything we do.

This means that we seek to ensure anyone connected with Primrose Hospice, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.