

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE JOB DESCRIPTION

Job Title: Community Fundraiser (37.5 hours per week)

Reporting to: Head of Community and Events

Working with: Community and events team and the wider supporter relations team.

Job Summary

The jobholder will be responsible for coordinating all fundraising within the described area of activity using agreed strategies and plans.

Areas of Activity

The jobholder will be responsible for raising funds through the organisation and management of community appeals and other initiatives, recruiting and developing individual and group supporter involvement, developing volunteer networks and ensuring training needs are met, and building meaningful relationships with supporters, volunteers and donors, so that their experience of fundraising for Rainbows is positive, and encourages the continuation and growth of future loyalty and support.

Key Tasks

The key responsibilities of the jobholder are summarised as follows:-

- To develop and implement fundraising ideas and support community activities, appeals, initiatives led by the public and third parties, ensuring compliance with the Fundraising Code.
- With the Head of Community and Events to formulate and review the community fundraising strategy and in partnership with the other members of the community and events fundraising team.
- To generate new interest and support by means other than events and appeals - i.e. networking through community groups and organisations by giving inspiring and informative talks and presentations.
- To maximise the development of donors and supporters to increase retention and loyalty, through effective and meaningful engagement and stewardship techniques, e.g. personalised thank-yous.
- To communicate with supporters and develop pro-active fundraising committees and informal fundraising groups and develop relationships with them that are meaningful, supportive and professional.

- To recruit, train and support pro-active volunteers to represent Rainbows at events, fundraise within their local community and raise the profile of Rainbows.
- To participate as a team member at centrally organised events, e.g. Open Day and at other Rainbows led major events when wider team involvement is applicable.
- To ensure that all events and activities undertaken by the community team meet the required Health and Safety legislation at all times including producing and enforcing the relevant risk assessments.
- To work with the Marketing and Communications department to compile all relevant community literature for printing and distribution.
- To work with the Marketing and Communications department in the marketing of community activities and in partnership and collaboration with the wider fundraising team objectives and plans.
- To manage the attendance of a Rainbows representative at cheque presentations and events organised by/in the community when needed.
- To produce a monthly fundraising report to be submitted to the Head of Community and Events.
- To ensure that leads, enquiries and contacts in relation to other income streams which fall outside the community remit are passed to the appropriate member of the fundraising team.

Primary Objectives

- To recruit, manage and support a network of fundraising volunteers.
- To organise and implement community engagement appeals/events and introduce new fundraising initiatives that support the strategy for community fundraising.
- To participate with the community team through the annual budgeting process, in order to agree fundraising targets for the community team and specific individual areas of specialism.
- To ensure the success of appeals/events and initiatives, not only in terms of income, but also in the professionalism of the organisation, thus promoting the good name of Rainbows Children's Hospice.

- Objectives will be reviewed annually in line with the changing needs of the charity.

Data Compliance and Confidentiality

- In line with national legislation, and Rainbows policies, must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies
- To comply with all Rainbows policies and procedures on Data Protection, Confidentiality and Information Security.

Behaviours and Values

- To promote, uphold and demonstrate the Rainbows values of WE CARE.
- To work actively and positively as part of the wider hospice team, demonstrating a desire and ability to build relationships with colleagues across all teams
- To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
- To be proactive in seeking out support and finding new ways to encourage supporters to participate in our activities.
- To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment and following our code of conduct at all times.

Safeguarding Children and Vulnerable Adults

- To comply with Hospice and Leicester City LSCB Policy, Procedures and Practice.
- To follow hospice policy regarding the management of safeguarding concerns.
- To access mandatory safeguarding training and demonstrate competence at the required level.

Equality, Diversity and Rights

Rainbows Hospice for Children and Young People is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Rainbows Hospice are culturally aware and treat every person

with dignity, respect and fairness, in a way that is sensitively responsive to differences and similarities. Unlawful discrimination and other forms of exclusion have no place within Rainbows Hospice.

Responsibilities;

- To support equality, diversity and rights of all including children, young people and their families, staff and volunteers.
- To actively promote the consultation of children/young people and families and their involvement and participation in decision making.
- To work to the Hospice Equality and Diversity Policy.

Health and Safety

- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and others whom may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and adhere to current policies regarding infection control at all times.

General

- To maintain a high standard of personal hygiene and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.

This job description is subject to amendment and may be changed from time to time.