



CITY HOSPICE

JOB DESCRIPTION

Job Title:	Community Fundraiser
Hours of Work:	35 hours per week (Monday to Friday) plus evening and weekends (minimum 1 weekend a month), for which TOIL will be given
Salary:	£27,000 to £29,000 per annum
Department:	Fundraising
Base:	Ty Hosbis
Contract Type:	Permanent

ORGANISATIONAL ARRANGEMENTS

Reporting to:	Senior Community Fundraiser
Accountable to:	Fundraising & Events Manager

ABOUT US

City Hospice provides tailored hospice care and support for people living with life-limiting illness and their families from our Ty Hosbis building and across Cardiff through our expert multi-disciplinary teams. Our focus is on enabling people to live well, and when the time comes, to die well. We are ambitious to meet the needs of our community today but also be prepared for the future which will include greater demand and complexity.

JOB PURPOSE

To generate sustainable income through community fundraising by engaging, supporting and motivating individuals, schools, groups and local businesses across Cardiff. The postholder will play a key role in raising the profile of City Hospice while delivering high-quality events and fundraising initiatives.



Main Duties and Responsibilities:

- Identify and develop new fundraising opportunities within the Cardiff community, including developing and supporting campaigns and events
- Support existing fundraising groups to carry out their fundraising activities legally and ethically
- Initiate and build relationships with schools, community groups and organisations with the aim of securing fundraising pledges and organise community events
- Support patients and families who wish to fundraise to do so ethically and legally, taking into account their vulnerabilities
- Identify attractive / popular 3rd party events and ensure City Hospice is represented
- Recruit participants for 3rd party events and ensure they are supported to meet their targets
- Attend cheque presentations and community talks where required
- Present at schools and other community groups and play an active role in managing relationships with schools
- Ensure a busy calendar of supermarket and other private site bucket collections
- Identify 'Charity of the Year' relationships with supermarkets and small local businesses, ensuring they are supported to meet their fundraising targets
- Create, manage, and identify initiatives such as Rudolph Run
- Provide accurate and relevant information and advice to supporters who wish to fundraise in aid of City Hospice and liaise regularly with individual donors
- Place and manage Collection Pods in shops and businesses, overseeing the management of Collection Pod Volunteers
- Routinely update the Raisers Edge database with Community Fundraising records, actions and communications
- Ensure supporters have the resources they need to fundraise for City Hospice
- Work with colleagues to ensure every existing and new supporter benefits from exceptionally high standards of support and recognition
- Understand and keep up to date with sector wide developments in fundraising to ensure City Hospice continues to work innovatively and creatively
- Work collaboratively with colleagues across the organisation and carry out any other reasonable tasks as required
- Any other appropriate duties as directed by the Senior Community Fundraiser
- Liaise and manage groups of volunteers during awareness stands and events
- Work to the standards set within the Code of Fundraising Practice and appropriate legislation



Other

- Work closely with the Senior Community Fundraiser to ensure all business objectives are met throughout the year
- Prepare for and take part in performance reviews in line with CH Performance Management Policy
- Ensure that all activities, both directly & indirectly, are undertaken in a safe and proper manner & within the law, in particular the Charities Act 1992, Health & Safety legislation & Health & Safety & Equal Opportunities policies of CH.
- Maintain confidentiality at all times and adhere to all the charity's policies and procedures, as well as GDPR laws and Fundraising Regulator guidance.
- Any other appropriate duties as directed by the Fundraising & Marketing Director

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Educated to a degree level or equivalent, or relevant work experience	In a relevant subject – ideally event management	CV and Covering letter Interview References
EXPERIENCE	Demonstrable experience of working as a fundraiser – ideally community or corporate Planning and delivering fundraising events, including risk assessments, licences and insurance. Experience of working with volunteers. Experience of working collaboratively to achieve growth and team goals. Experience of strong relationship management	Experience of working in a hospice or third sector environment.	CV and Covering letter Interview References

APTITUDE, SKILLS AND ABILITIES	Outstanding communicator Strong interpersonal skills Ability to engage internal and external audiences both in person and in writing. Highly creative Relishes a challenge Excellent IT skills – Microsoft office, databases, social media platforms Excellent organisational skills Ability to multitask with numerous deadlines Meticulous attention to detail	Ability to speak Welsh	CV and Covering letter Interview References
PERSONAL ATTRIBUTES (Demonstrable)	Proactive Can do approach. Ability to work with intelligence, drive and initiative. Positive, collaborative and supportive team player.		CV and Covering letter Interview References
OTHER	Full driving licence Committed to the mission and values of City Hospice. Empathy Willingness to work outside of regular hours where needed.		CV and Covering letter Interview



COMPETENCE You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager / supervisor.

DBS CHECK

In this role you will have direct contact with patients / service users / vulnerable adults in the course of your normal duties. As such you **WILL** be required to apply for a Disclosure Barring Service (DBS) Enhanced Disclosure Check as part of City Hospice pre-employment check procedure.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of City Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT

As an employee of City Hospice, you are legally responsible for all records that you gather, create or use as part of your work within City Hospice (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult the CEO if you have any doubts about the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENT

All employees of City Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable City Hospice to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the postholder.

CONFIDENTIALITY

All employees of City Hospice are required to maintain the confidentiality of members of the public and members of staff in accordance with City Hospice policies

**PROBATIONARY PERIOD**

A newly appointed person to this post will be subject to the satisfactory completion of a probationary period of 6 months. During this time your manager will have the opportunity to review and assess your suitability

How to apply

To express your interest in this role, please submit your CV and a covering letter, detailing your skills and experience you would bring to this role to Recruitment@Cityhospice.org.uk

Further information on City Hospice can be found here [City Hospice - Cardiff's local hospice, caring for people with life-limiting illnesses in their own homes](#)