



Bicton Heath, Shrewsbury, SY3 8HS

Re : Fundraising Officer – 6 month fixed term contract (possibility for permanent contract in the future)

Thank you for your request for further information for the above mentioned post. Please find attached the following:

- 1. Information to Candidates**
- 2. Equal Opportunities Monitoring Form**
- 3. Job Description**
- 4. Person Specification**

Having read the enclosed information, your completed application form should be returned to me at the address above, to arrive no later than **27th May 2019 (5pm)**. **Interviews scheduled for w/c 3rd June.**

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor
Encs.

**Severn Hospice
Fundraising Officer**

INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. DISCLOSURE

Not applicable

4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

5. SALARY

The salary for this post is £23,426. This is Band 4 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account.

6. HOURS OF WORK

You will be contracted to work 37 ½ hours per week Monday to Friday. Based at Telford,

7. HOLIDAY

Holiday entitlement is 7 weeks per annum including bank holidays.

8. PENSION

The Hospice is able to offer ex NHS staff continuity of membership* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice.)

Severn Hospice Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice's Equality and Diversity Policy is available upon request.

Severn Hospice

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for

Full name of applicant

Date of birth (age)

• **Gender**

- Do not wish to disclose
 Male Female Transgender

• **Sexual Orientation**

- Do not wish to disclose
 Heterosexual / Straight Bisexual Gay / Lesbian
 Any other sexual orientation – please specify

• **Religion or Belief**

- Do not wish to disclose
 Baha'i Buddhist Christian Hindu Jain Jewish
 Muslim None Pagan Sikh Zoroastrian
 Any other religion or belief – please specify

• **Ethnic Group**

- Do not wish to disclose

White

- English, Welsh, Scottish, Northern Irish, British Irish Gypsy or Irish traveller
 Any other White background – please specify

Mixed / multiple ethnic group

- White & Black Caribbean White & Black African White & Asian
 Any other mixed background – please specify

Asian / Asian British

- Indian Pakistani Bangladeshi Chinese
 Any other Asian background – please specify

Black / African / Caribbean / Black British

- Caribbean African
 Any other Black, Caribbean, African background – please specify

Other ethnic group

- Arab
 Any other ethnic group – please specify

• **Disability**

- Do you have a physical impairment? Yes No
Do you have a mental impairment? Yes No

Data Protection Act

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature Date

(please tick appropriate box)

Thank you for completing this form

FUNDRAISING OFFICER
Job description and person specification

Post title	Fundraising Officer
Directorate	Income Generation
Salary band	Band 4, £23,426
Location	Based at our Telford hospice with some travel between hospice sites and out in the local area
Hours	Full time, including some evenings and weekends. 6-month fixed-term contract with the possibility of permanent employment thereafter
Role reports to	Associate Director - Fundraising
Management duties	None

Purpose of the post:

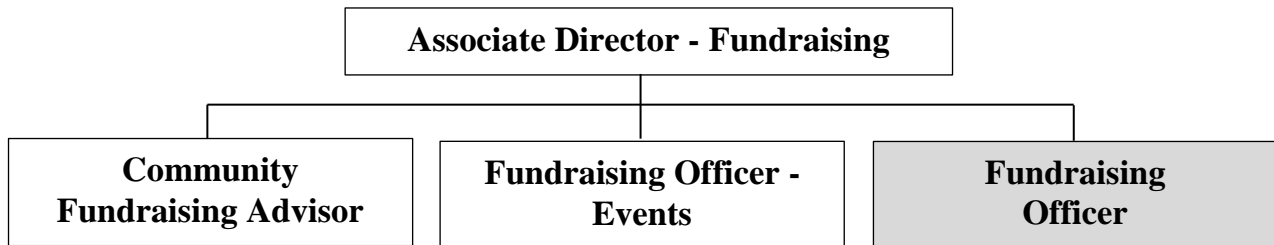
Sitting within the busy Fundraising team, the Fundraising Officer will work alongside colleagues to develop and implement ideas for engaging with the local community and businesses to encourage them to raise funds for Severn Hospice.

The role will act as a catalyst for third party fundraising across the hospice's catchment area. This will include raising income proactively from individuals, corporates and community groups/organisations. The postholder will also respond in a timely manner to reactive enquiries, providing advice and support to those who express an interest in fundraising for the hospice. The Fundraising Officer will undertake a range of logistical and administrative functions to provide effective support to the wider Fundraising team.

The post also requires providing assistance at a number of Severn Hospice events. These will range from mass participation events such as sponsored walks to large-scale ticketed events such as outdoor cinema screenings.

Supporter relationship management, achieving financial targets, working within a team environment and exceptional communications skills are all important parts of this post.

Position within the Income Generation team:



Principal responsibilities:

- Working under direction from the Associate Director – Fundraising and in collaboration with colleagues within the Fundraising team, proactively seek support from individuals, businesses and groups of people to raise funds for Severn Hospice.
- Ensure supporters are provided with information and materials to enhance their fundraising activities and receive a consistent and high level of service from the Fundraising team.
- Generate income and develop relationships through effective corporate fundraising, including charity of the year, sponsorship, employee fundraising, and volunteering.
- Achieve personal income targets as set by the Associate Director – Fundraising.
- Provide excellent customer service at all times to existing and prospective supporters, playing an active role on a daily basis of dealing with face to face and telephone enquiries regarding proposed and planned external fundraising activities and events.
- Regularly review, analyse and evaluate all fundraising activity undertaken to ensure targets are met and supporter engagement is effective.
- Initiate, research and present new fundraising ideas, assessing their feasibility and income generation potential against likely expenditure including staff time.
- Report at regular intervals on progress achieved, including producing monthly KPIs.
- Effective communication to increase supporter engagement and retention.

- Provide practical support to the Fundraising Officer – Events, as and when required, including assisting at hospice events.
- Give presentations, talks and pitches to a variety of audiences in order to increase awareness of Severn Hospice and generate support for our cause.
- Provide support and guidance to those who wish to raise funds for Severn Hospice, including advising on legislation, risk assessments, health and safety issues etc.
- Provide support to fellow fundraisers, as and when required, working effectively as a team at all times.
- Ensure full compliance with all regulatory and legal requirements and best practice.
- Attend cheque presentations as and when required by the Associate Director – Fundraising.
- Update and maintain records on ThankQ database in line with procedures set out by the Donor Development Manager.
- Respond to all supporter enquiries and communication in a positive, helpful and timely manner.
- Work with colleagues in the team to recruit volunteers to assist at events, allocating appropriate tasks and providing comprehensive briefings.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur.

Supplementary information

All new hospice employees are on a three-month probationary period.

In accordance with Severn Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.



All employees are required to participate in the hospice's appraisal process (permanent contracts only).

Person specification:

The candidate must demonstrate, with examples and evidence, that they meet the criteria outlined below.

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good level of education – minimum A Level standard or equivalent • GCSEs in Maths and English 	<ul style="list-style-type: none"> • Degree • Institute of Fundraising Certificate and/or Diploma
Experience and Abilities	<ul style="list-style-type: none"> • Proven experience of working to and achieving financial targets • Proven experience in a similar role • Ability to work independently and as part of a team • Demonstrable experience of identifying and securing new support • Demonstrable experience of communicating clearly and positively with a range of audiences • Good awareness of health and safety • Ability to organize and monitor multiple workstreams efficiently. 	<ul style="list-style-type: none"> • Experience of working in the charity sector • Experience of public speaking • Experience of working with volunteers • Experience of producing risk assessments • Experience of planning and organising large-scale events
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of data protection • Proficient IT skills including MS Office • Exceptionally organised with excellent time management • High level communication and presentation skills • Understanding the principles of 	<ul style="list-style-type: none"> • Understanding of the work of Severn Hospice • Knowledge of ThankQ CRM database • Knowledge of the Severn Hospice catchment area • Knowledge and

	<p>marketing/PR</p> <ul style="list-style-type: none"> • Multi-tasking • Analytical skills and report writing 	<p>understanding of fundraising legislation and relevant codes of practice</p>
Personal Qualities, Aptitudes and Attributes	<ul style="list-style-type: none"> • Passion and empathy for the cause • Self-motivated and willing to take on new challenges • Committed to building good relationships, with staff, volunteers and supporters • Practical, flexible and calm under pressure • Creativity, thinking outside the box • A proactive 'go-getter' with a 'can-do' attitude • Resilience • People person who understands customer care 	<ul style="list-style-type: none"> • Good sense of humour
Other requirements	<ul style="list-style-type: none"> • Willingness to work outside agreed hours • Willingness to train and learn new skills • Driving license and own car 	