



## Job Description

<b>Job Title</b>	Events Fundraiser
<b>Responsible to</b>	Head of Fundraising
<b>Responsible for</b>	n/a
<b>Salary</b>	£24,265
<b>Hours</b>	37.5
<b>Location</b>	Blackburn

## Role Outline

This is a new and exciting role within the Income Generation Team at East Lancashire Hospice. The Events Fundraiser is an essential role within the fundraising team, as they will be responsible for planning and implementing a successful events calendar, while increasing income year on year through both new and existing events.

## KEY PERFORMANCE AREAS

- Develop and deliver a diverse events calendar to raise funds and increase awareness of East Lancashire Hospice
- Conduct thorough risk assessments for each event to identify potential hazards and a plan to reduce risk
- Ensure compliance with health and safety regulations, permits, and licenses for events
- Identify and research potential new events, assessing their viability and return on investment
- Coordinate all aspects of event planning, including venue selection, logistics, budgeting, marketing, and volunteer management
- Collaborate with other members of the team to ensure events are promoted out in the community
- Monitor and evaluate the success of each event, analysing key performance indicators and making recommendations for improvement
- Be flexible to provide support to the fundraising team when required
- Provide regular reports and updates to the Head of Fundraising on the progress and outcomes of events

- Collaborate with external stakeholders on third party organised events and build rapport for repeat support
- Work with the data team on trends with existing events and build a supporter journey for event participants
- Work closely with the Marketing and Communications team to promote events through various channels, including social media, email marketing, and traditional media
- Represent East Lancashire Hospice at external events, networking opportunities, and community engagements to raise awareness and support

## **PROFESSIONAL RESPONSIBILITIES**

- Maintain appropriate and respectful professional relationships with colleagues and other staff
- Exercise good personal time management, punctuality, appearance and consistent reliable attendance
- Ensure that personal actions and conduct apply with hospice policies and procedures
- Ensure effective use of hospice resources
- Act as an ambassador for the East Lancashire Hospice promoting at all times our vision which is to help everyone who comes into contact with the hospice to make the most of life. We do this by committing to our values: to care, listen, respect, and work together to support people to live well until they die and support those affected by death

## **PERSONAL DEVELOPMENT**

- Access mandatory training appropriate to the role
- Participate in the hospice appraisal system and access training opportunities to improve own knowledge and skills
- Participate in the education and training of others as appropriate to the role

## **STATUTORY DUTIES**

- Ensure the security of information accessed in the course of your duties ensuring compliance with the Data Protection Act, Caldicott principles and information governance best practice guidance
- Report any hazards or incidents in accordance with the Health Safety and Risk Management Policy and procedures
- Comply with the East Lancashire Hospice 'no smoking' policy in all hospice premises and grounds
- Be responsible for maintaining own vaccinations including Hepatitis B immunity (as applicable)
- Ensure that infection control measures are followed in relation to your role
- Work at all times to safeguard the rights of individuals promoting their wellbeing and protecting those at risk from harm, acting on any concerns related to safeguarding children and adults at risk in line with policy and local guidance
- Work at all times to respect people's individuality, rights, and diversity to ensure equality

## **WORKING HOURS**

The post holder will work 37.5 hours flexibly. These will be worked across a 7 day working week.

## **NOTES**

This job description reflects how the post currently meets the needs of the service. Since the hospice is constantly developing and changing its services to ensure it meets the needs of the community it serves, the role and responsibilities of the post holder may change accordingly.

This job description will be reviewed annually at the annual PDR and may change as is deemed necessary.

### **Equality and Diversity**

We support an inclusive and holistic working environment and aim to empower our people to bring their authentic self to work. We are committed to this and so encourage applications from all individuals with the required skills for the role inclusive of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, colour, caste, nationality, ethnic or national origin, religion or belief, socio-economic background, trade union membership status, marriage, and civil partnerships. ELH is committed to equality of opportunity for all staff and volunteers.

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### **ACCEPTANCE OF JOB DESCRIPTION**

I confirm I accept the duties contained in the above job description.

**PRINT NAME:** .....

**SIGNED:** .....

**DATE:** .....

**EAST LANCASHIRE HOSPICE**  
**Person Specification**

	Criteria	Essential	Desirable	Tested By
<b>Experience</b>	Experience of event management	√		Application
	Experience of working with others to achieve deadlines	√		Interview
	Experience of developing relationships in order to achieve results	√		Application / Interview
	Experience of presenting to people at all levels		√	Interview
	Experience of public speaking to a large audience		√	Application / Interview
	Experience of planning, implementing, and evaluating events	√		Application / Interview
<b>Qualifications</b>	A good general level of education	√		Application
	Diploma level or equivalent level of knowledge and skills		√	Application
<b>Knowledge</b>	Good local knowledge of the East Lancashire Hospice footprint area		√	Application/Interview
	Computer literate with an understanding of databases	√		Application
	Knowledge of East Lancashire Hospice and the services it provides		√	Interview
<b>Skills</b>	Ability to identify opportunities	√		Interview
	Ability to organise and plan own workload, identifying clear priorities in order to meet agreed objectives	√		Application/Interview
	Excellent team player	√		Interview
	Ability to use own initiative	√		Interview
	Full driving licence	√		Interview

<b>Personal Attributes</b>	Enthusiastic with a flexible ability to work unsociable hours as the job requires	√		Application / Interview
	Willing to adapt to the changing needs of the service	√		Interview
	Have a professional approach	√		Interview
	Be dynamic with a positive attitude	√		Interview