

EAST LANCASHIRE HOSPICE

Registered Charity No: 1075653

Job Title: Corporate Fundraiser

Accountable to: Fundraising and Lottery Team Leader

KEY PERFORMANCE AREAS

- Engage and secure new business partnerships within the hospice footprint area
- Devise innovative fundraising ideas that are mutually beneficial to corporate partners
- Attend networking events
- Deliver presentations/speeches as required
- Seek out and secure sponsorship opportunities
- Relationship manage businesses once engaged
- Keep informed on market trends and development in the corporate sector
- Participate in department and organisational meetings
- Maintain accurate and up-to-date records on Raisers Edge so relationships can be tracked and monitored
- Work with the marketing department to produce supporting literature that includes information of what a difference the company support will make
- Work with colleagues, staff and volunteers in other departments to optimise potential corporate partnerships
- Be aware of and adhere to the Charity Commission and Fundraising Regulator regulations and guidance
- Be flexible to provide support to the fundraising and lottery department when required including cover for colleagues as directed by the line manager

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

MANAGING SERVICES

- Ensure a safe environment by ensuring the reporting of hazards and incidents, completion of relevant risk assessments, investigation of incidents and implementation of risk reduction measures
- Ensure effective use of all resources within allocated budget

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 20 hours flexibly. These will be worked over a 7 day 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.

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

Date	Post	Recruiting manager		
		Essential	Desirable	Tested By
Experience	E1 Experience of account management or partnership management within the third and/or commercial sector	✓		Application / Interview
	E2 Experience of presenting to people at all levels	✓		Application / Interview
	E3 Experience of success of developing relationships in order to achieve results within a fundraising, sales or marketing environment	✓		Interview
	E4 Experience of public speaking to large audience	✓		Application / Interview
Qualifications	Q1 Minimum of 5 GCSE's at grade C or above	✓		Application
	Q2 Diploma level or equivalent level of knowledge and skills		✓	Application
Knowledge	K1 Good local knowledge of the East Lancashire Hospice footprint area		✓	Application / Interview
	K2 Computer literate with an understanding of databases	✓		Application
	K3 Knowledge of East Lancashire Hospice and the services it provides		✓	Interview
Skills	S1 Ability to identify opportunities	✓		Application / Interview
	S2 Ability to organise and plan own workload, identifying conflicting demands and establish clear priorities in order to meet agreed objectives	✓		Interview
	S3 Excellent Team Player	✓		Interview
	S4 Ability to use own initiative	✓		Interview
	S5 Full driving licence	✓		Application
Personal Attributes	PA1 Enthusiastic with a flexible ability to work unsociable hours as the job requires	✓		Interview
	PA2 Willing to adapt to the changing needs of the service	✓		Interview
	PA3 Have a professional approach	✓		Interview
	PA4 Be dynamic with a positive attitude	✓		Interview