Vacancy Information Pack

**Position: Fundraising Events Manager**

Please apply using a Hospice Application Form (included in this pack)

**GRADE/SALARY:** Band 5 £23,807 - £ 30,802 per annum pro-rata + Pension

(starting salary negotiable depending on experience)

**HOURS:** Full-time – 37.50 hours per week.

**TENURE:** Permanent

**CLOSING DATE:** 12pm on Friday 23rd August 2019

**This post requires the post holder to have a criminal records check at Basic level. An application will be made to Disclosure Scotland and deemed satisfactory before they can begin in post. A joint application will be made which the Hospice will pay for.**

We want to ensure that as much of our resources as possible go towards supporting people with a terminal illness and therefore we do not normally contact unsuccessful applicants individually. If you have not heard from us within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion. However, we would encourage you to apply for other suitable roles. Thank you for your interest in this vacancy and in working for St. Columba’s Hospice

Dear Job Applicant

**Appointment of Fundraising Events Manager**

Thank you for your enquiry about the above post. I enclose:

* further particulars about the post and the Hospice, which may be of help to you;
* details of the principal terms and conditions of service;
* an application form; and
* an equal opportunities monitoring form.

If you wish to apply would you please complete both the application form and the monitoring form and return them by the closing date indicated in the information enclosed.

The Hospice treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Hospice's Job Applicant Privacy Notice, a copy of which can be viewed on the Hospice website www.stcolumbashospice.org.uk.

Yours sincerely

Nick Dey

HR Manager

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**VACANCY**

In 2018/19 St. Columba's Hospice saw 846 referrals to our services including 526 new patients seen by our community team and 218 seen by our Day Therapies team all of which is free at the point of need. We have an exceptional clinical environment and are committed to delivering the highest quality care to patients and support to their families. Our patients face a range of conditions, including cancer, respiratory disease, heart failure and MND. We currently have a vacancy to join our dedicated fundraising team:

**Fundraising Events Manager**

**Band 5 £23,807 - £30,802 per annum pro-rata + Pension**

**(Starting salary negotiable depending on experience)**

**Full-time: 37.5 hours per week**

A fantastic opportunity has arisen for a Fundraising Events Manager within the Fundraising Team of St Columba’s Hospice. This is a fast paced role and we are seeking someone enthusiastic, energetic, organised and creative.

Working collaboratively with colleagues across the Fundraising and wider Hospice team you will provide excellent stewardship of event participants and support to volunteers, build on the existing calendar of activities to grow and develop this income stream and have an understanding of the importance of digital presence in the promotion of events.

You will have experience in project planning, building great relationships at all levels and have a passion for fundraising along with the ability to motivate others.

St Columba’s Hospice aims to give everyone within our community access to specialist palliative care whoever they are, wherever they are and whenever they need it and with a philosophy of putting patients and families at the centre of everything we do.

If this sounds like you please get in touch.

For an informal discussion about the role please contact Lianne Pryde, Senior Fundraising Manager, on: 0131 551 1381

**For an application form and job description, visit our website at www.stcolumbashospice.org.uk alternatively call 0131 551 7722 or by email hr@stcolumbashospice.org.uk**

**Closing date is: 12pm on Friday 23rd August 2019**

**JOB DESCRIPTION**

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| 1. **JOB IDENTIFICATION** |
| Job Title: Fundraising Events Manager  Responsible to (insert job title): Senior Fundraising Manager  Department(s): Fundraising  Job Reference:  No of Job Holders: 1  Last Update (insert date): 22nd July 2019 |

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| **2. JOB PURPOSE** |
| To manage the Hospice’s portfolio of fundraising events and promote and support participants taking part in third party events and overseas treks. The successful delivery of these events will help secure funding for ongoing running costs of the Hospice.  To provide event management support to other Hospice events and to undertake other duties to support the Director of Fundraising and the Fundraising Team. |

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| **3. DIMENSIONS** |
| Working as part of the Fundraising Team and supporting the delivery of fundraising objectives this post will maximise income from a range of events and will require the post holder to:  **Communication**  - Successfully manage a wide range of relationships both internally across the Hospice team and externally with supporters and suppliers and using tailored verbal and written communications.  - Maintain the highest standards of integrity and adapt communication style to suit the audience taking account of others’ culture, background and preferred way of communicating.  - This post frequently engages with volunteers and individuals who have experience of the Hospice seeks to show sensitivity in stewardship.  **Personal and People Development**  - Attend IoF Special Interest Group meetings and any other relevant personal and professional development opportunities.  - Represent St Columba’s Hospice on the Events sub-group of Scottish Hospices Together.  - Monitor and assess performance against objectives and income stream target.  - Share learning and knowledge as well as contacts and opportunities with colleagues in the best interests of the Hospice  **Service Improvement**  - Evaluate effectiveness of stewardship and communication style, success of events, uptake of places and takes action to adapt or improve to achieve better outcomes and increased income.  **Health and Safety**  - Keep up to date with Hospice policies and procedures on health, safety and risk management and work to ensure safety of self and others.  **Quality**  - Follow Hospice and professional policies and procedures as required. Work with IoF Scotland codes of conduct.  - Prioritise own workload and manage own time to ensure priorities are met and quality is not compromised.  - Keep line manager up to date with performance and progress at regular one to one meetings and through monthly income reporting.  **Equality and Diversity**  - Support equality and value diversity by challenging bias, prejudice and intolerance if appropriate or brings it to the attention of a manager.  - Consider ability, capability and accessibility of supporters and volunteers in relation to fundraising activities.  There will be occasional contact with relatives and patients.    This role will involve the transportation of self and equipment, using own transport, from one site to another on a regular basis – for example, taking equipment and supplies to and from fundraising events.  This post manages volunteers on an ad hoc basis |

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| **4. ORGANISATIONAL POSITION** |
| Fundraising Director  Legacies, major gifts, and strategy  Shops Operations Manager  All shops and retail activity  Senior Fundraising Manager  Individual giving, community, events, trusts, corporate, trading, admin and database  PR and Comms Manager  PR, comms and design  Deputy Shops Manager  PR Assistant  Supports PR, comms and design  Corporate Development Manager  COTY, Sponsorship, corporate vols, event participation  Trust Fundraiser  Trusts and foundations      Shop Managers  X 8  Community Fundraiser  Tins, buckets, speakers, schools, churches etc  Fundraising Events Manager  All indoor and outdoor fundraising  events  Individual Giving Fundraiser  Tribute funds, individual gifts, appeals    Database Officer  Income batching, reconciliation with Finance.  Fundraising  Assistant  General support across the whole team  Trading Coordinator  Trading goods |

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| **5. ROLE OF DEPARTMENT** |
| The Hospice aims to provide a high standard of specialist palliative care to patients with advanced progressive disease for whom there is no cure.  Through a multidisciplinary approach the focus of care is based on meeting the physical, psychological, spiritual and social needs of the patient, and those important to them.  The Hospice aims to provide the best quality of life for each individual patient as well as supporting their family / friends and those important to them.    The Hospice service consists of:  30 in-patient beds over 2 teams  A Day Therapies service – up to15 clients daily  A Community Palliative Care Team working with approx. 500 clients in the community  The voluntary income Fundraising target in 2018/19 is £1,480,000 excluding legacies. The Department must maximise voluntary income streams through development, promotion and management of fundraising initiatives.  Supplemented with approximately 23% funding from NHS Lothian, this voluntary income enables the Hospice to provide its specialist palliative care services at to the patients and their families free of charge at point of need |
| **6. KEY RESULT AREAS** |
| **General**   * Ensure all aspects of our fundraising events activities are carried out in line with the Fundraising Codes of Practice as defines by the Institute of Fundraising and the Office of the Scottish Charity Regulator (OSCR). * Provide regular feedback to manager and team including annual appraisal, regular one-to-ones, reviewing objectives and regular team meetings. * Co-ordinate with Hospice Fundraising Team, Senior Management Team, Volunteer Services and Facilities Team to facilitate the smooth running of Hospice events * Sit on the Hospice Health & Safety Group – responsible for Fundraising team and to carry out regular inspections of the Fundraising offices, equipment and stores, as well as those of Volunteer Services * Oversee all event database input and updating, mail merging in Microsoft Word and Raiser’s Edge, thank you letters, requests for donations, adding/editing information to excel spreadsheets, recording of planning and procedures, photocopying and filing * Liaise with supporters/donors/prospects in person, by phone, email or in writing. * Provide support for Third Party event participants and ensure that fundraising materials are available to volunteers/fundraisers.   **Event Management**   * Lead on the creation, planning and implementation of the Hospice’s portfolio of Fundraising events and Third Party event participations. * Work closely with other Hospice staff to support the running of non-fundraising events, such as Doors Open Day, Hospice celebrations and Appeal Events. * Work closely with the Fundraising team, in particular the Corporate Development Manager to secure sponsorship and event participants from companies. * Develop, implement, monitor and review the Hospice events portfolio, including internal Hospice promotion and building external event awareness/fundraising initiatives. * Plan and deliver these events effectively to enhance the reputation of the Hospice, raise funds and where appropriate achieve a high level of engagement with staff and volunteers * Plan, create and implement event crisis management systems in conjunction with the Senior Management Team and PR & Communications team. * Research new event opportunities and create new events to cater for new audiences, increase supporter interaction and attract new supporters * Cultivate current events by introducing new fundraising initiatives, themes and activities * Organise, recruit and chair Committee’s for various Hospice fundraising events * Liaise with external agencies to coordinate Hospice input into multi-agency events, e.g Edinburgh City Council, Historic Environment Scotland, East Lothian Council etc * Work closely with event management companies where necessary and ensure they are providing an adequate service. * Work closely with the PR & Communications team in the planning and delivery of effective media campaign launches, photo-calls and press conferences as required * Work closely with external stakeholders such as venue managers, catering companies, speakers/acts, celebrities etc. to stage high quality and professional events * Lead on Risk Management in respect to fundraising events and third party events and in line with Hospice policy, reporting to the Senior Fundraising Manager and Director of Fundraising * Develop and create event project plans, event instructions, running orders, supplier briefs and speaker notes and other relevant documents * Work with volunteers and colleagues to ensure adequate cover for events. * Work with Corporate Partnerships Fundraiser to present to Edinburgh based corporates in order to secure their participation in, or support of, the Hospice’s events. * Manage participant registrations through various online systems and offline forms * Co-ordinate photography of Hospice and Third Part events as required * Represent the Hospice on the events sub-committee for the Scottish Hospice’s Together initiative, responsible for creating and promoting national events under the Scottish Hospice’s Together brand   **Finance**   * Create budgets for each Hospice fundraising and Third Party event focussing on best ROI. * Take responsibility for creating an annual income/expenditure budget for Hospice fundraising and Third Party events, devising, costing and delivering projects within agreed budgets and timescales * Provide the Senior Fundraising Manager and Director of Fundraising with updated forecasts throughout the year * Support the effective management of the Fundraising Events budget by highlighting any issues to the Director of Fundraising * Source and negotiate with companies for the provision of event services, such as venues, first aid, catering, equipment hire etc * Negotiate with third parties to reduce costs of certain events within the Hospice’ portfolio and to ensure best value for money. * Source and negotiate on event related goods (e.g t-shirts, medals, catering etc) as well as ‘gifts in kind’.   **Marketing**   * Develop and implement marketing strategies for all fundraising events and Third Party events, working alongside the relevant members of the fundraising team. * Manage the promotion of all events and activities through all available marketing channels including our network of shops, newsletter and e-news. * Work closely with the PR & Communications team to produce proactive press releases and develop media/other external opportunities for promoting Hospice fundraising events * Manage updates and content for the Hospice’s Fundraising Events section of the Hospice website. * Manage online presence of fundraising and Third Party events, research new opportunities for online registration systems, monitor costs and measure against alternatives * Take responsibility for organising mailings of Hospice event literature for display. E.g posters/flyers * Create guest lists and invite lists for key Hospice supporters and mail them with appropriate event related literature/invites * Co-ordinate with the wider fundraising team to promote cross-selling of Hospice products and events, including event sales, Hospice calendar, corporate initiatives, tribute funds and more   **Publications/ Print and Production/ Design**   * Ensure consistent application of the Hospice brand across all event literature * Design artwork using for promotional posters, flyers, programmes, social media posts and website. * Ensure successful completion of production of printed/other materials within deadline * Research, write, edit, proofread and/or coordinate the production of a variety of key event publications/documents including newsletters, website copy, promotional materials, flyers, posters, booklets, programmes etc.   **Other**  The post involves occasional travel locally and nationally and the post holder will be required to undertake occasional evening and weekend work.  This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake other duties that are within the post holder's skills and abilities whenever reasonably instructed. The job description will be reviewed from time to time in order to adapt and develop the role according to service needs and Hospice policies. |

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| **7a. EQUIPMENT AND MACHINERY** |
| * PC/Laptop * Photocopier * Telephone/Mobile Phone * Camera * Scanner * Printer * AV equipment * Van/Wheelchair Accessible Vehicle * Various event equipment and kit |
| **7b. SYSTEMS** |
| * Raiser’s Edge * MS Office * Online Giving platforms * Wordpress website tools * Adobe Creative Cloud |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| * Day to day management of workload is the responsibility of the post holder. * The postholder is subject to managerial direction and guidance from the Senior Fundraising Manager with whom objectives are agreed. Progress in achieving these is reviewed formally through the performance appraisal system, as well as being discussed regularly through progress meetings. * The postholder will take forward such projects largely on their own initiative. * The post holder is required to prioritise workload to ensure all necessary deadlines are met. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will be responsible for day to day decisions about managing own workload and will take decisions regarding delegating tasks to the event team and volunteers.  The post holder will ensure the smooth running of all events, including pre and post event administration.  Problem Solving, often on the move during events  Responsible for making judgement calls and initial decisions on a variety of issues including bookings (suppliers, acts, venues etc), complaints, incidents, on the spot amendments and in situations of a sensitive nature.  Work autonomously with consultation with line manager as required.  Decides how to present items for internal or external audiences, how to respond to media requests.  Tendering for new suppliers to ensure competitive pricing is obtained  Identifying opportunities to introduce new and fresh fundraising event ideas, as well as identifying new third party event opportunities or partnerships.  Responsible for planning for, and on the day response to, risks associated with a wide variety of events which impact staff, volunteer, stakeholders and general public. |

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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Working to ensure that event fundraising priorities are maximised and balanced against competing targets. * Managing multiple events with competing demands, controlled by fixed and immoveable deadlines. * Responses to issues which only the Fundraising Events Manager’s knowledge and experience can address e.g. responding to problems at an event such as a supplier cancelling at last minute * Balancing conflicting and competing needs of sponsors, participants, volunteers and donors * Dealing with bereaved relatives, and distressed donors, either in person or on the phone * Training volunteers to undertake specific tasks and managing their output * Respond effectively and proactively to the constant and changing demands while simultaneously implementing communications plans in relation to external and internal communications. * Ability to meet tight deadlines whilst dealing with persistent interruptions, resulting in the ongoing reprioritisation of workload, particularly with multi agency work, where other schedules and timescales are involved. * Managing the competing needs/requests different projects for advice and support. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Communication is both verbal and written to a mix of internal and external contacts who may or may not be familiar with the work of the Hospice and/or Fundraising Department.  Internal Communications and Relationships:   * Fundraising Department staff: Influences, persuades, advises on appropriate event structures, sharing information, work practices, covering roles in times of absence, Health and Safety representative * Hospice Finance and Administration Department: Liaise over payments and bookings and sponsorship for events as well as event income and reconciliation * Hospice Volunteer Department: liaising on volunteer issues, recruitment and communication * Hospice Departments: liaising with staff in all other departments as required e.g. for Newsletter articles * Hospice Volunteers: building relationships and motivating fundraising volunteers, giving event briefs   External Communications and Relationships   * Members of public: Direct contact and indirect (via website, newsletter, media coverage etc.) in order to raise awareness of the work of the Hospice, promote fundraising events, donations and sponsorship and maintain high profile of the Hospice. * External Groups: Giving site tours, corporate presentations for event recruitment, securing gifts in kind etc * ­Suppliers and Service providers: liaising with event suppliers, digital and print designers, resource suppliers etc * Sponsors- existing and potential: may be members of public, but generally corporate, liaising over donor care and recognition |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical skills:** standard keyboard skills, at fast pace, with accuracy required on a daily basis;  Transporting self and equipment, using own transport, from one site to another on a regular basis  **Physical Effort:** Lifting/carrying boxes/crates, equipment for events and Trading goods, set up of promotion stands including gazebo’s, long hours on feet at events.  **Mental Effort:**  Interruptions occur during the day-to-day activities both in the office on daily basis, and at events frequently.  Meeting deadlines, such as the printing of event programmes, sales, sourcing prizes and auction items and general deadline for printing newsletters, posters and fliers.  During major campaign events the process from set-up to completion of the event involves long periods of constant work e.g day long or evening events  **Emotional Effort:**   * Involved with members of the public who may be distressed, upset or angry, when receiving donations or on an event. * Resolving conflict situations at an event. * Having contact with terminally-ill patients and bereaved relatives * Tact and diplomacy when influencing internally and externally * Imparting negative news on decisions, choices etc * Dealing with sensitive issues that may touch on personal issues but maintaining professionalism at all times   **Environmental Demands:**  The post holder will be required to transport self and equipment, using own transport, from one site to another - for example; taking equipment and supplies to and from fundraising events.  Outdoor event sites, routes, start and finish lines, charity villages, event promotion stands etc  Site visits for new and existing events, both indoors and outdoors.  Travelling between different locations or premises is required to fulfil appointments and attend events irrespective of weather conditions. |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| The post holder will have excellent event management skills, be able to work to a very high standard within tight deadlines and excel as a communicator at all levels. They will also have the vision and planning skills to identify and develop ideas and initiatives that improve the Hospices ability to communicate with the media and general public.   1. Graduate (or equivalent) with excellent standard of literacy and numeracy 2. Experience in using software packages including Microsoft Office and databases. (knowledge of Raiser’s Edge fundraising database, InDesign and Mailchimp are distinct advantages) 3. Previous Events or Fundraising work experience 4. Ability to communicate sometimes complex information effectively and accurately using the appropriate communication tools. 5. Experience of researching and sourcing information, goods and services 6. Accuracy and attention to detail 7. Skills/experience in project planning 8. Research skills, using internet, media, and a range of specialist databases 9. Experience using a contact management (or similar) database 10. Experience of researching and analysing financial information 11. Ability to solve problems and deal with queries which require a proactive and tenacious manner 12. Experience of working to multiple, tight deadlines, prioritising workload and an ability to work on several tasks at once 13. This role will involve the transportation of equipment, using own transport, from one site to another - for example taking equipment and supplies to and from a fundraising event. 14. Experience of working effectively as part of a team |

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| **14. JOB EVALUATION OUTCOME** |
| 1. Band: 2. Evaluator: Nick Dey, HR Manager |

**PERSON SPECIFICATION**

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| **POST:** | Fundraising Events Manager | **BAND:** | 5 |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Education and Qualifications | Graduate, professional qualification or equivalent |  |
| Knowledge and Experience | Minimum 2 years fundraising/events experience  Working in office based role dealing with a variety of tasks.  Experience in using software packages including Microsoft word, Excel, Publisher and databases.  Experience using a contact management (or similar) database | Knowledge of Raiser’s Edge fundraising database  Knowledge of InDesign software to assist with the design of print materials  Experience of researching and analysing financial information |
| Skills and abilities | Good organisation and prioritising skills including an ability to work on several tasks at once  Ability to communicate sometimes complex information effectively and accurately using the appropriate communication tools.  Ability to work autonomously with minimum supervision  Good interpersonal customer service skills  Excellent persuasive, influencing and negotiation skills  Accuracy and attention to detail  Skills/experience in project planning  Research skills, using internet, media, and a range of specialist databases  Ability to solve problems and deal with queries which require a proactive and tenacious manner  Excellent time management skills  Ability to develop strong working relationships across multi-disciplinary teams  Ability to deal with people at all levels from boardroom down |  |
| Personal Qualities | Friendly manner with good, appropriate interaction evident  Motivated to achieve results  Positive attitude to change  Appreciates the values and benefits of team working  Organised and adaptable  Enthusiastic |  |
| Other requirements | Ability to work occasional evenings or weekends (to support events)  Car driver with own vehicle or able to travel to and from events with equipment  This role will involve the transportation of self and equipment on an ad hoc basis, using own transport, from one site to another - for example taking equipment and supplies to and from fundraising events. |  |

**CONDITIONS OF SERVICE**

**TITLE:** **Fundraising Events Manager**

**REPORTING TO:**  Senior Fundraising Manager

**LOCATION:** 15 Boswall Road, Edinburgh, EH5 3RW

**TENURE:**  Permanent

**BAND/SALARY:** Band 5 £23,807 - £ 30,802 per annum pro-rata + Pension

**HOURS:** Full-time, 37.5 hours per week. Part-time applications will be considered.

**PENSION:** We offer a generous Hospice Pension. The amount that Hospice will pay will depend on your age, as shown in the table below.

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| **Hospice Pension Scheme** | | | |
| **Age** | **Your contribution** | **Hospice contribution** | **Total contribution** |
| **16-29** | **3%** | **6%** | **9%** |
| **30-39** | **4%** | **8%** | **12%** |
| **40-49** | **5%** | **11%** | **16%** |
| **50-59** | **6%** | **14%** | **20%** |
| **60-69** | **7%** | **17%** | **24%** |
| **70-74** | **8%** | **20%** | **28%** |

Alternatively, current members of NHS Superannuation Scheme may request to continue membership during Hospice employment – contribution rates may vary as set by NHS.

**NOTICE PERIOD:** 4 weeks

**PAYMENT OF SALARY:** The successful candidate’s salary will be paid monthly direct into his/her bank/building society account and he/she will be required to open an account if such facility is not currently in operation

**PAID ANNUAL LEAVE:** 27 days per annum on commencement

29 days per annum after 5 years’ service

33 days per annum after 10 years’ service

**PUBLIC HOLIDAYS:**  8 days per annum

Part-time staff will receive a pro-rata entitlement for annual leave and public holidays combined. Reckonable Hospice and NHS service may be credited for annual leave purposes.

**SMOKING POLICY:** There is a ban on staff smoking in Hospice premises

**PRE-EMPLOYMENT CHECKS:** Employment is subject to satisfactory pre-employment checks including; criminal records check, satisfactory Occupational Health assessment, Identity check, employment history check, verification of qualifications & professional registration check, right to work check and receipt of satisfactory references covering the past 3 years as a minimum

**St. Columba’s Hospice – a Charity registered in Scotland**

The Hospice is an independent Charity and not a part of the National Health Service (NHS).  NHS terms and conditions of employment do not apply to Hospice staff. The Hospice provides staff with a competitive range of benefits in addition to pay, including a contributory pension, a generous paid annual leave allowance, continued training and development via our own education & research unit, subsidised meals, childcare vouchers, cycle to work scheme, and many other flexible working benefits.  Please ask if you would like more details.

The summary of conditions above is for information purposes only and may be subject to variation. They do not form the basis of a legal employment contract.

**St. Columba’s Hospice**

**HOW TO MAKE YOUR APPLICATION**

Thank you for expressing an interest in the post of **Fundraising Events Manager.** Please find enclosed information relating to this post and application details.

Please include the following documentation with your application:

* **Your completed, signed original Hospice Application Form**

You may also enclose an up to date Curriculum Vitae if you wish. Once completed your application and any documentation should be submitted either:

By email to: **hr@stcolumbashospice.org.uk** or by post to:

Admin Office

St. Columba’s Hospice

15 Boswall Road

EDINBURGH

EH5 3RW

**If applying by post, please quote the job title of the post you are applying for on the outside of the envelope, as well as at the top of your application form e.g:**

***“Fundraising Events Manager”***

Please ensure that the correct postage is applied to the application envelope (eg ‘Large letter’ stamps if appropriate), failure to do this may result in your application being returned to you undelivered by Royal Mail.

**The closing date for receipt of your application is:**

**12pm on Friday 23rd August 2019**

We want to ensure that as much of our resources as possible go towards supporting people with a terminal illness and therefore we do not normally contact unsuccessful applicants individually. If you have not heard from us within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion. However, we would encourage you to apply for other suitable roles.

Thank you for your interest in this post and we look forward to receiving your application.

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**Application Form for Employment**

 **CONFIDENTIAL**

**APPLICATION FORM FOR EMPLOYMENT**

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| **Position applied for:** |  |  |
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| **Please type in black text (or hand write in black ink)** |

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| **1. PERSONAL** | | | | | | | | | | | | | | |  |
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| **SURNAME** |  | **FIRST NAME(S)** |  | | | | | | | | | | | |  |
| **TITLE** (Dr/Mr/Ms etc.) |  |  |  | | | | | | | | | | | |  |
| **PERMANENT ADDRESS**  **POSTCODE** |  | | | | | | | | | | | | | |  |
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| **WORK TELEPHONE** |  | **EMAIL** |  | | | | | | | | | | | |  |
| **HOME TELEPHONE** |  | **BLEEP/PAGER** |  | | | | | | | | | | | |  |
| **MOBILE TEL.** |  |  | | | |  |  | | | |  | | | | |
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| **UK NATIONAL INSURANCE NO.** |  | **DO YOU HAVE A VALID/ FULL UK DRIVING LICENCE?** | | | | **YES** |  | | **NO** | | |  | | |  |
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| **Are there any restrictions on your right to work in the UK?** | | | | **YES** | | | |  | | **NO** | | |  |  | |
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| **If yes, please state restrictions and the expiry date of any permissions:** | | | |  |  | | | | | | | | |  | |
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| **2. EDUCATION & PROFESSIONAL QUALIFICATIONS** | | | | |
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| **PLACE OF STUDY** | **SUBJECT / QUALIFICATION** | | **RESULT / GRADE** | **DATE OBTAINED**  (mm/yyyy) |
|  |  | |  |  |
| NB: It is the Hospice's policy to verify the qualifications of all successful job applicants. | | | | |
| **3. TRAINING COURSES ATTENDED** | | | | |
| (any relevant training, or work related skills (for example specialist or technical, I.T., languages, shorthand, etc.) | | | | |
| **TRAINING PROVIDER** | | **COURSE TITLE/ SUBJECT** | **DURATION** | **DATE COMPLETED**  (mm/yyyy) |
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| **4. REGISTRATION OR MEMBERSHIP OF GOVERNING / REGULATORY BODIES** | | | | | | | | | | | | | |
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| **BODY (e.g. GMC, NMC, HCPC etc.)** | | **REGISTRATION TYPE/ STATUS** | | | **REGISTRATION/**  **PIN NUMBER** | | | **EXPIRY/**  **RENEWAL DATE** | | | | | |
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| **Are you currently subject to any investigations or fitness to practise proceedings by a licensing or regulatory body in the UK or any other country?** | | | | | | | | | **YES** |  | **NO** |  |  |
| If YES, please provide details with your application | | | | | | | | | | | | | |
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| **Have you been removed from the register or have conditions been made on your** | | | | | | | | | | | | | |
| **registration by a fitness to practise committee or the licensing or regulatory body**  **in the UK or in any other country?** | | | | | | | | | **YES** |  | **NO** |  |  |
| If YES, please provide details with your application | | | | | | | | | | | | | |

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| **5. OTHER MEMBERSHIP OF MEDICAL DEFENCE UNION/ PROFESSIONAL BODY OR ASSOCIATION** | | | |
| **MEDICAL DEFENCE UNION** | **MEMBERSHIP GRADE** | **MEMBERSHIP NUMBER/ STATUS** | **DATE OF ENTRY** |
|  |  |  |  |
| **OTHER PROFEESIONAL BODY/ASSOCIATION** | **MEMBERSHIP GRADE** | **MEMBERSHIP NUMBER/ STATUS** | **DATE OF ENTRY** |
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| **6. PRESENT OR MOST RECENT EMPLOYMENT** | | | | | | | | | |
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| **EMPLOYER NAME & ADDRESS** | |  | | | | | | | |
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|  | | | | | | | | | |
| **JOB TITLE** | | | **START DATE** (mm/yyyy) | **END DATE**  (if applicable) | **WEEKLY HOURS** | | **SALARY/**  **GRADE** | | **NOTICE PERIOD** |
|  | | |  |  |  | |  | |  |
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| **BRIEF DESCRIPTION OF YOUR DUTIES AND RESPONSIBILITIES** | | | | | | | **REASON FOR LEAVING/ SEEKING CHANGE** | | |
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| **7. PREVIOUS/OTHER EMPLOYMENT HISTORY** | | | | | | | | | |
| (Please start with most recent. Continue on separate sheet if necessary) | | | | | | | | | |
| **COMPANY/ ORGANISATION** | **POST HELD AND RESPONSIBILITIES/ DUTIES** | | | | | **DATE FROM** | **DATE**  **TO** | **REASON FOR LEAVING** | |
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| **8. SUPPORTING STATEMENT**  Please provide your reasons for applying for this position and additional information that shows how you match the person specification. For example, details of your achievements, relevant skills, knowledge, experience, voluntary activities, positions of responsibility, as well as research, publications, clinical care, clinical audit (if applicable), awards and language skills. Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers). If you believe you have the necessary experience and skills – make sure you tell us! |
| please continue on a separate sheet if necessary |

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| **9. REFERENCES** | | | |
| Please give the details of three referees who have consented to be approached and are qualified to comment on your ability and experience and, as a minimum, cover a period of three years employment and/or training history, where this is possible (one should be your current or most recent employer, or if this is an application for your first job, your school teacher or higher or further education lecturer). Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so. | | | |
| **1st Referee 2nd Referee 3rd Referee** | | | |
| **Name** |  |  |  |
| **Position** |  |  |  |
| **Organisation** |  |  |  |
| **Address** |  |  |  |
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|  |  |  |  |
| **Postcode** |  |  |  |
| **Telephone** |  |  |  |
| **Email** |  |  |  |

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| **10. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER 1975)**  In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. Some offences must always be disclosed, some offences do not need to be disclosed and some offences must be disclosed in specified circumstances. The rules are complicated, so it is important you read the guidance below as part of making your application.  St. Columba’s Hospice is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:   * For posts in *‘regulated work’* – Protection of Vulnerable Groups (PVG) Scheme membership * For all other posts - a Police Act check criminal conviction record check at Basic or Standard level   For more information on which category this post falls under please refer to the job pack, job description or person specification.  **For more information on the rules visit:**  https://www.mygov.scot/convictions-higher-disclosures/?via=http://www.disclosurescotland.co.uk/SummaryoftheChanges.htm  **For more information on offences which must always be disclosed:**  https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/documents/HigherLevelDisclsoure--revisedAlwaysDiscloseList--8February2016.pdf  **For more information on offences which are to be disclosed subject to rules:**  https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/documents/HigherLevelDisclosure--revisedRulesList--8February2016.pdf  *Candidates are therefore required to disclose* ***any*** *unspent cautions or convictions* ***and*** *any spent convictions for offences included in Schedule A1, ‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’* of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.  Candidates are **not** required to disclose spent convictions for offences included in Schedule B1*, ‘OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES’* until such time as they are included in a higher level disclosure issued by Disclosure Scotland. In the event of employment, any failure to disclose any unspent convictions or spent convictions on the ‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’ list could result in dismissal or disciplinary action by the Hospice. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the Order applies. | | | | | | | | | | | | |
| **Do you have any current UNSPENT convictions, police cautions, reprimands or final warnings in the UK or in any other country?** | | | **YES** | |  | | **NO** | |  | |  | |
| If YES, please provide details with your application | | | | | | | | | | | | |
| **Do you have any current SPENT convictions, police cautions, reprimands or final warnings in the UK or in any other country for offences included in Schedule A1** | | | **YES** | |  | | **NO** | |  | |  | |
| ***‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’* of the Rehabilitation of Offenders Act**  **(Exclusions and Exceptions) (Scotland) Amendment Order No.2?**  If YES, please provide details with your application | | | | | | | | | | | | |
| **Protecting Vulnerable Groups (PVG) Scheme** | | | | | | | | | | | | |
| **Are you an existing member of the PVG Scheme?** | | **YES** | |  | | **NO** | |  | |  | |
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| If YES, please state your full PVG Scheme membership number: |  | | | | | | | | | |  |

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| **11. DATA PROTECTION** | | | | |
| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The Hospice will process the personal data that you have supplied on this application form in accordance with the terms of the P*rivacy Notice for Job Applicants* which has been made available for you to download from the Hospice website at *www.stcolumbashospice.org.uk*  The Hospice will only process your personal data where it has a lawful basis for such processing. **12. DECLARATION \*Please read carefully before signing this declaration.**  I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.  I hereby consent to the educational establishments, academic bodies, awarding bodies, professional bodies and/or organisations, employers and referees whose names and relevant contact details I have set out above, releasing to the Hospice such documents or information as may be necessary to enable the Hospice to carry out verification checks on all and any of my experience, qualifications and/ or memberships as set out on my application form for employment in order to ensure they are valid and correct as part of the Hospice’s pre-employment verification process, and for the purpose of assessing my suitability for employment.  I acknowledge that I have been notified that the Hospice will process all information relating to my application for employment in accordance with the terms of the *Privacy Notice for Job Applicants* that has been made available to me. | | | | |
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| **SIGNED** |  | **DATE** |  |  |
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| **Please return your completed application form with any other attachments by the closing date:** | | |
|  | **By post: Administration Office, By email: hr@stcolumbashospice.org.uk**  **St. Columba’s Hospice,** TEL: 0131 551 1381  **15 Boswall Road,** FAX: 0131 551 2771  **EDINBURGH, EH5 3RW** |  |
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**CONFIDENTIAL Equal Opportunities Monitoring Form**

In accordance with its policy on equal opportunities in employment, the Hospice will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.

**1. YOUR FULL NAME:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST APPLIED FOR:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. GENDER IDENTITY**

**Gender at birth?**

Female

Male

Prefer not to say

**Which of the following describes how you think of yourself?**

Female

Male

Prefer not to say

**Gender reassignment: do you intend to, are you in the process of, or have you ever undergone the process of gender reassignment?**

Yes

No

Prefer not to say

**3. AGE**

*Please specify age (in years)*

**4. MARITAL STATUS**

Married (opposite sex)

Married (same sex)

Civil partner

Single

Other

**5. ETHNIC ORIGIN**

(Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)

I would describe myself as (choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background):

**A. White**

Scottish

English

Welsh

Northern Irish

Irish

British

Any other White background*- Please specify*

**B. Mixed**

Any mixed background

**C. Asian, Asian Scottish or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Other Asian background *- Please specify*

**D. Black, Black Scottish or Black British**

Caribbean

African

Other Black background *- Please specify*

**E. Other ethnic background**

Any other ethnic background *- Please specify*

I prefer not to answer this question

**6. SEXUAL ORIENTATION**

**What is your sexual orientation?**

Heterosexual/Straight

Gay Man

Gay woman/Lesbian

Bisexual

Other

I prefer not to say

**7. Do you have any disabilities?**

Yes

No

*This information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager.*

**8. RELIGION AND BELIEF**

No religion or belief

Church of Scotland

Roman Catholic

Other Christian *- Please specify*

Buddhist

Hindu

Jewish

Muslim

Sikh

Other religion *- Please specify*

I prefer not to answer this question

**9. ADVERTISING**

**Where did you first hear about this vacancy?**

*e.g. “on s1jobs.com website”*

**

**10. DATA PROTECTION**

The Hospice treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the Hospice in accordance with its *Data Protection Policy*. Information about how your data is used and the basis for processing is provided in the Hospice’s *Job Applicant Privacy Notice.* Copies of both documents can be found on the Hospice website www.stcolumbashospice.org.uk

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| --- |
| **11. DECLARATION**  I hereby give my consent to the Hospice processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the Hospice. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the HR Manager.  Applicant’s signature: Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |