



Children's Hospices Across Scotland

## JOB DESCRIPTION – COMMUNITY FUNDRAISER

### Job Details

Job Title – **Community Fundraiser**

Location –

**Aberdeen/Kinross/Glasgow/Edinburgh**

Responsible to – **Community Fundraising  
Development Manager**

Salary – **CHAS Band 5A**

Job Family – **Support – Non Hospice**

### Job Purpose

Working within the culture, ethos and philosophy of CHAS, maximise revenue generation opportunities that raise income for the work of the organisation, through the identification and development of new funding opportunities and the maintenance of existing support.

### Main Tasks

- Fundraising
- Volunteer Management
- Resources Management
- Administration

### Job Activities

#### **Fundraising**

- Provides market-intelligence and research on the community fundraising function, enabling future planning of community fundraising activities within CHAS
- Creates new, cost-effective, community-based fundraising activities within a specific geographic area, ensuring contacts are established and maintained
- Maintains existing supporter relationships through established contact, ensuring all possible opportunities for revenue generation are utilised
- Within a given geographical area, plans and develops opportunities for raising awareness of CHAS, ensuring that all potential supporters have an understanding of the organisation and are able to contribute towards the generation of revenue
- In line with the community fundraising strategy, takes the lead on a specific income stream, developing materials and fundraising activities and ensuring organisational standards and departmental targets are met
- Regularly present complex fundraising information to groups including, existing and potential supporters, where the support is from any community income stream

### **Volunteer Management**

- Delegates work to volunteers, ensuring appropriate support mechanisms are in place and that individual skills are utilised appropriately
- Actively recruits, manages, supports, trains and develops all volunteers for fundraising

### **Resources Management**

- Responsible for the day-to-day sourcing of materials to enable fundraising work to be on-going

### **Administration**

- In-line with organisational procedures, maintains supporter and volunteer records within the Raiser's Edge Database, ensuring information is accurate and current
- Contributes to CHAS fundraising and communications materials, ensuring all supporters and volunteers are aware of current developments within the fundraising team
- Actively participates in the planning and development of activities which raise awareness of CHAS and the fundraising team, within a specific geographical area, maximising future opportunities to generate revenue
- Plans and organises appointments with new and existing supporters, organises training sessions for volunteers and organises regular volunteer get-togethers, ensuring all staff, volunteers and supporters feel valued

### **Health and Safety**

- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

### **Information Governance**

- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

### **Risk Management**

- The post holder is responsible for the monitoring and prevention of operational day to day business risks arising within their area of responsibility, ensuring that the appropriate risk register is maintained and reported in line with the organisation's framework for Risk Management

## **Dimensions**

- Regularly responsible for handling cash donations and donations made by cheque
- Inputs into the process of developing, implementing and maintaining policies, procedures, standards and protocols for own area of work

## **Decisions and Communications**

### **Decisions**

- Works with a degree of autonomy within the clearly defined policies, protocols, procedures and codes of conduct of the organisation, the agreed management structure of CHAS, the Institute of Fundraising Codes of Practice and the Voluntary Service Guidelines
- Responsible for setting own priorities and ensuring that work is completed within agreed timescales

- Takes decisions on the application of suitable fundraising methods, how best to maintain the relationships that exist between the organisation and the corporate and individual supporters, whether CHAS should be associated with particular organisations or events

### **Communications**

- Communicates information to the Regional Fundraising Manager, the Assistant Fundraiser, other fundraising staff, volunteers, colleagues and external supporters, and the media
- In performing this role, frequently has contact with the Regional Fundraising Manager, the Fundraising Administration Manager, The Fundraising Assistant, the volunteers, supporters, the media, children and their families, the general public, and board members
- Develops and maintains relationships with corporate and individual supporters
- Positively promotes the organisation, through internal and external contacts, by hosting engagements and acting as speaker at conferences, corporate events and dinners and internal events



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## PERSON SPECIFICATION – COMMUNITY FUNDRAISER

### Education, Qualifications, and Training

#### Essential

- Educated to HND level or equivalent

#### Desirable

- None

Method of Assessment – Application Form

### Skills, Abilities, and Knowledge

#### Essential

- Advanced level of communication and presentation skills required
- Working knowledge of Microsoft Office and related software applications
- Highly developed inter-personal skills

#### Desirable

- None

Method of Assessment – Application Form and Interview

### Experience

#### Essential

- Experience of growing external financial support by developing new contacts and networks

#### Desirable

- None

Method of Assessment – Application Form and Interview

### Personal Qualities

#### Essential

- Acts with integrity
- Works co-operatively with colleagues to improve service
- Forms meaningful relationships with others
- Demonstrates initiative and acts with effectiveness
- Accountable for own actions and decisions
- Commitment to ongoing learning and development
- Commitment to CHAS core value, vision and purpose

- Commitment to working with/supporting volunteers
- Professional attitude to work
- Views change as a natural, positive and a continuing process

**Desirable**

- None

Method of Assessment – Interview

## Other Requirements

**Essential**

- Willingness to travel between CHAS sites

**Desirable**

- None

Method of Assessment – Application Form and Interview