**APPENDIX C**



# Job Description

|  |  |
| --- | --- |
| Job Title | **Events Fundraiser (12 months Maternity Cover) Temporary** |
| **Line Manager** | Events and Campaigns Manager |
| **Contracted Hours** | 37.5 hours per week |
| **Primary Location**  | Nightingale House Hospice |
| **Job Summary** The Events Organiser will assist in the organisation and delivery of a calendar of fundraising events. These will range from sponsored walks, concerts, themed evenings, and festivals. |

**Duties and Responsibilities**

* To maximise fundraising opportunities for Nightingale House Hospice
* To assist the Events and Campaigns Manager in reaching fundraising targets for each event

**Events Fundraising**

* To be responsible for organising and delivering specific fundraising events and achieving the financial targets for these events
* To generate new innovative event fundraising ideas
* Record and manage the income and expenditure of all events, ensuring all events are financially viable
* Work with the Marketing team as well as the Events and Campaigns Manager to ensure all events receive maximum marketing coverage
* Work alongside the Marketing Team to develop press releases, social media activity and website pages to promote events and to generate funds
* To support colleagues within the community team including supporting them with the promotion of campaigns and operation/assisting them when required
* Review all fundraising events to ensure each event is financially viable for future years and to introduce positive changes
* To source reliable and competitive suppliers for fundraising events and activities
* Work with the Events and Campaigns Manager to ensure any managed events meet health and safety requirements, are risk assessed and adequately insured

**Other Duties and Responsibilities**

* To give presentations in the community to local organisations in order to increase awareness and generate support for Nightingale House Hospice, and events.
* To ensure that accurate and up to date financial and supporter records are maintained and accessible on the donor database
* To work alongside the Volunteers Manager to recruit and coordinate volunteers for specific fundraising activities and day to day office support
* To cross promote Hospice shops/retail/lottery departments and any additional Income Generation departments wherever possible in an appropriate manner
* Work alongside the Marketing Team and Admin Team for fundraising events
* To comply with departmental processes and procedures with regards to the acceptance/banking/thanking of donations
* Working as part of the Fundraising team help to develop new fundraising initiatives and events.
* To attend local, regional, and national fundraising activities as required
* To comply with Fundraising regulations and adhere to best practise as outlined by the Institute of Fundraising
* To comply with data protection (GDPR) legislation

**Duties in Common with Other Members of Staff:**

Training and Education, Health and Safety Policies and Procedures: Equal Opportunities

* To report accidents recording the incident in the relevant book
* To adhere to Fire and Health and Safety regulations and maintain a safe working environment at all times
* To ensure cost-effective use of resources, to be responsible for managing the relevant budget, and to co-operate with your line manager in the response to regular financial reporting
* To be an ambassador for the charity
* To maintain the best appearance of your immediate working area
* To develop training of staff and volunteers
* To be responsible for liaison with the relevant Executive Director regarding your own development needs
* To deliver wider training initiatives and promotional activity in the best interests of the charity
* To take responsibility for being up to date with current policies, legislation and procedures and to adhere to these
* To treat everyone with whom you have contact through your work with equal dignity and respect regardless of race, colour, gender, marital status, creed, religion, disability, age, or any other factor that could be used in a discriminatory manner

**General Requirements**

This post is subject to the Terms and Conditions of employment of the Hospice as specified in the

staff handbook

Competence

You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

### Risk Management

It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols and guidelines at all times.

Health and Safety Requirements of the Hospice

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and also to report any hazardous situations or defective equipment.

**Data Protection and Confidentiality**

The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy.  Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice’s disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.

**Records Management**

As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

The post is subject to an enhanced disclosure check with the Disclosure and Barring Services (DBS)

Date Prepared: 23/08/2023

Prepared By: Elise Jackson

Employee’s Name: ......................................................................................

Employee’s Signature: ..................................................................................

Date: ............................................................................................................

# PERSON SPECIFICATION

|  |  |
| --- | --- |
| **JOB TITLE:**  | **EVENTS ORGANISER** |
|  |  ESSENTIAL |  DESIRABLE | METHOD OF ASSESSMENT |
| QUALIFICATIONS | * GCSE or equivalent C grade or above in English and Maths
* Events or Fundraising Qualification
 | * Events or Fundraising Qualification
* A degree qualification or equivalent
 | Application Form |
| EXPERIENCE | * Experience working with volunteers
* Proven track record of achieving financial and non financial targets
* Experience of excellent relationship management
* Understanding of Budgeting
 | * Experience working in sales
* Experience organising financially successful events
* Proven fundraising experience
* Networking experience
 | Application form / Interview |
| SKILLS | * Strong organisational and interpersonal skills.
* Excellent verbal and written communication skills
* Ability to communicate effectively with volunteers.
* IT literate: MS office
* Time management skills
 | * Use of specific fundraising/donor database
* Numerical skills for budget purposes and event planning
* Excellent Presentation skills
* Excellent negotiating skills
 | Application form Interview/Presentation at interview |
| **KNOWLEDGE** | * Good knowledge of Institute of Fundraising
 | * Knowledge of the Fundraising Regulator
* Knowledge of donor databases
 | Application form / Interview |
| **PERSONAL QUALITIES (*Demonstrable*)** | * Kind and sensitive nature
* Team player
* Ability to use own initiative
* Ability to work under pressure and to tight deadlines.
* Ability to project manage
* Enthusiastic - positive attitude
* Creativity
 |  | Application form / Interview |
| **OTHER RELEVANT REQUIREMENTS** | * Flexible approach to work
* Willingness to attend events outside of normal working hours
* Must hold full driving licence
 |  | Application form / Interview |
| **Prepared By:**  | Elise Jackson  | **Date:** | 23/08/2023 |

**Employee’s Name: ……………………………………………….**

**Employee’s Signature: …………………………………………**

**Date:**