

Job description and Person Specification (subject to approval)

Job title:	Fundraiser
Pay scale/Banding:	£19, 217- £24, 304 Equivalent to NHS AFC Band 4/Band 5
Contract type:	Permanent (following successful completion of 6 month probationary period)
Working hours:	37.5 hours per week Flexible to include evenings and weekend working
Base:	Jeremiah's Journey Offices, Plymouth and as required within various community settings
Responsible to:	Fundraising Team Leader
Accountable to:	Jeremiah's Journey Board of Trustees + Interim Project Consultant

Job Purpose

- To actively participate as a member of Jeremiah's Journey Core Fundraising team to undertake work as direct by Fundraising Team Leader (in negotiation with the Project Consultant)
- To contribute to the achievement of charity targets for funding and marketing/PR as directed by the Fundraising Team Leader and as set out in the overarching charity business strategy agreed by the board of trustees
- To work in partnership with the charity clinical team to ensure that there is an integrated approach between fundraising/marketing/clinical domains of the charity
- To offer a wide range of ways to enable communities to take part in fundraising activities to support the charity work and ensure that all media coverage/communications to support these activities/events are in place, report on the impact, as directed by the Fundraising Team Leader
- To advocate for the charity and demonstrate a commitment to the work of the charity
- To contribute to corporate fundraising; fundraising through (grants and bids/community) fundraising; in memorial and legacy fundraising for the charity in discussion with the Fundraising Team Leader and approval from the Project Consultant and/or board of trustees
- To contribute to the support for Jeremiah's Journey volunteers and proactively take part in their induction period and their role within the charity
- To support the delivery of Jeremiah's Journey training
- To identify risks within the charity and report to the Fundraising Team Leader and/or Project Consultant, as part of the team at Jeremiah's Journey
- To work flexibly, as required, to meet the needs of the charity which includes evening and weekend working on a regular basis

Job description

1.	Fundraising	
a.	To contribute to fundraising ideas and plans for the charity, participating fully in supporting these plans to achieve targets and deadlines	
b.	To offer advice and consultation to a variety of business and professionals about CSR and supporting charity work as directed by the Fundraising Team Leader	
c.	To offer advice to businesses and professionals about how they can support the charity in the work	
d.	To make accurate records and plans for fundraising and marketing/communications work undertaken by the charity in line with organisational policy	
2.	Education and training	
a.	To contribute to the delivery of Jeremiah's Journey training programmes aimed at professionals and volunteers working with children, young people and their families	
b.	To contribute to the training delivered on behalf of Jeremiah's Journey and ensure it is evaluated post delivery	
3.	Networking and liaison	
a.	To attend and participate in Jeremiah's Journey events and fundraising activities (as agreed with Fundraising Team Leader and/or Project Consultant in advance)	
b.	To liaise with a range of professionals to support the clinical work and fundraising activities of Jeremiah's Journey as directed by the Fundraising Team Leader	
c.	To act as an advocate and ambassador of Jeremiah's Journey at all times	
4.	Participation	
a.	To actively promote and encourage children, young people and their families, contributions into service developments	
b.	To promote and encourage children, young people and their families/stakeholders to feedback on their experience of working with Jeremiah's Journey and share this feedback with Jeremiah's Journey team, supporting any changes required	
5.	Research and development	
a.	To write and present regular reports containing up to date information about planned events/activities/applications to meet fundraising targets and deadlines	
b.	To maintain awareness and understanding of up to date research and development relevant to fundraising and marketing	
6.	Governance	
a.	To understand and adhere to all current legislation organisational and relevant regional/national policies & procedures at all times	
b.	To undertake training identified by Jeremiah's Journey and complete continuing professional development programme in order to maintain registration with relevant governing body/up to date knowledge of standards and requirements in relation to fundraising and marketing	

Job specification

1.	Qualifications	Essential	Desirable
a.	Degree level qualification		x
b.	Diploma in Fundraising (or willingness to work towards it)		x
2.	Knowledge and skills	Essential	Desirable
a.	Good understanding of the importance of networking and building solid working relationships with communities	x	
b.	Knowledge of bereavement and grief in children, young people and their families		x
c.	Excellent communication skills	x	
d.	Creative approach to projects and innovative ideas to progress ways of meeting fundraising targets	x	
e.	Good understanding of marketing and branding	x	
f.	Good computer skills	x	
g.	Effective organisational skills and knowledge of resource allocation/prioritisation and evaluation	x	
h.	Good awareness of risks in practice and how to manage these at an individual, team and organisational level	x	
i.	Awareness of the importance of audit, research and evaluation	x	
3.	Experience	Essential	Desirable
a.	Minimum of 3 years working in a Fundraising role and successful achievement of targets/deadlines	x	
b.	Previously worked autonomously and focused on marketing/media/fundraising	x	
c.	Experience of supporting the management of emotions and distress within families		x
d.	Experience of supporting colleagues to manage work with emotional and distressed families		x
e.	Experience of providing line management/coordination of staff/volunteers		x
f.	Experience of designing and delivering fundraising events across a variety of services		x
g.	Previously worked with a variety of agencies/businesses within a community setting and involvement with CSR policies/plan implementation	x	
h.	Experience of developing and delivering training programmes		x
4.	Values and personal attributes	Essential	Desirable
a.	Reliable and flexible approach to work	x	
b.	Energetic and enthusiastic	x	
c.	Committed to support the charity service development plan and able to adhere to organisation policies	x	
d.	Honest and willingness to undertake a support/challenge role within the team	x	
e.	Ability to adapt to the changing needs of the charity work as required	x	

Governance

The post holder must adhere to all current and updated policies of Jeremiah's Journey.

Data protection: All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

Registered professionals: All staff who are members of a professional body must comply with standards of professional practice/conduct. It is a post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk management/Health & Safety: The post holder has a responsibility to themselves and others in relation to managing risk, health & safety. All staff are required to adhere to the organisational policies and procedures.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees/volunteers, service-users and visitors.

All staff have the responsibility to access staff support/discuss with their line manager in times of need and advice.

All staff must report accidents, incidents and near misses so that the organisation can learn from them and improve safety.

Safeguarding Children & Vulnerable Adults Responsibility: Jeremiah's Journey is committed to safeguarding and promoting the welfare of children, young people and adults. All staff are expected to share this commitment and follow the agreed policies and procedures.

Employee signature..... Manager signature.....

Print..... Print.....

Date..... Date.....

