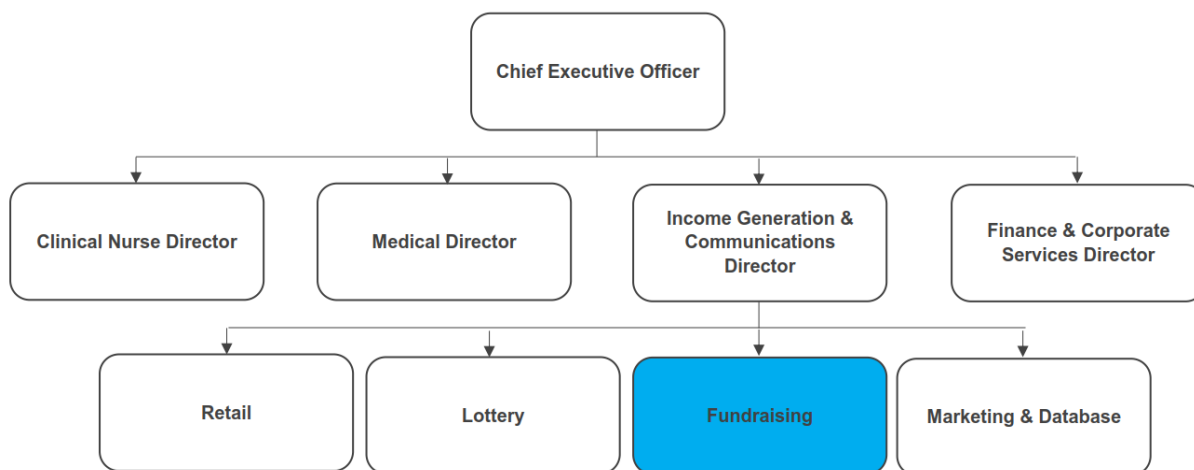


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Fundraiser – Events Lead</b>
<b>Department:</b>	Income Generation & Communications
<b>Post Holder:</b>	tbc
<b>Grade:</b>	Admin 3
<b>Reports to:</b>	Fundraising Manager
<b>Direct Reports:</b>	None
<b>Responsible for:</b>	Volunteers

### Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

<b>Job Purpose:</b>	<p>To lead on the planning and delivery of fundraising events that generate income for Bolton Hospice, and engage and inspire our community of supporters.</p> <p>To support the Fundraising Manager in the delivery of activity across other fundraising income streams in a flexible, supporter-centred way.</p>
<b>Key Working Relationships:</b>	<p>Income Generation &amp; Communications Team</p> <p>Key Clinical / Other Hospice Staff</p> <p>Donors and Supporters</p> <p>Volunteers</p> <p>External Stakeholders</p>

**Role Responsibilities:**

- Lead on the planning, delivery and evaluation of a programme of fundraising events to meet set income targets and other relevant KPIs.
- Continually adapt and evolve the hospice's fundraising events programme as necessary, taking account of internal and external factors.
- Act as a flexible member of the Fundraising Team, supporting the Fundraising Manager in the delivery of activity across other fundraising income streams as required.
- Ensure fundraising events are engaging and offer an excellent supporter experience.
- Liaise with key event stakeholders including participants / attendees, sponsors, suppliers and VIPs before, during and after events.
- Effectively risk assess events and activities to identify potential hazards and control associated risks.
- Lead the effective administration of events, delegating tasks to bank staff and volunteers where relevant.
- Work closely with the Marketing and Database Team to achieve appropriate marketing support for events and to ensure the events process is supporter-centred and data-driven.
- Utilise the Donorflex database to manage administration and supporter care processes for events, and maintain accurate records and for income and other KPI reporting purposes.
- Act as a point of contact for event stakeholders requiring information, support and advice and respond to all relevant enquiries promptly.
- Administer Gift Aid in relation to fundraising events and work closely with the Marketing & Database Team to ensure that Gift Aid income from fundraising events is maximised.
- Proactively manage expenditure and deliver activity within agreed budgets.
- Recruit, train and supervise volunteers to support fundraising events.
- Work with wider Fundraising Team to identify, secure and manage relationships with corporate sponsors for events.
- Ensure compliance with our Privacy Policy and Ethical Fundraising Policy and Procedure.
- Ensure all activities are compliant with Fundraising Regulation, General Data Protection Regulation and Institute of Fundraising best practice.
- Be proactive in keeping up to date with ideas and best practice from across the sector, including through networks with other fundraisers from hospices and other charities.
- Work within agreed hospice policies, procedures and guidelines.
- Work as an integral part of the team, being sensitive to the needs of the whole team and supportive of other team members.
- Participate in an annual appraisal and undertake training to maintain and develop knowledge and skills as required.
- Any other duties as deemed necessary by the Fundraising Manager or Director of Income Generation & Communications.

## **General Responsibilities:**

### **Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with Bolton Hospice.

### **Confidentiality**

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

### **Infection Control**

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

### **Training**

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend training as required by the Hospice.

### **Safeguarding Vulnerable People (Children and Adults)**

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

### **Disclosure & Barring Service Check**

This post is subject to a Disclosure & Barring Service check.

## **Valuing Equality and Diversity**

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Fundraiser – Events Lead</b>
<b>Department:</b>	Income Generation & Communications
<b>Grade:</b>	Admin 3

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	A good standard of literacy and numeracy	Institute of Fundraising qualification.	Application Form
<b>EXPERIENCE</b>	Experience of planning and delivering events. Experience of working with the public. Experience of using a database / CRM system.	Experience of working with volunteers. Charity/not-for-profit event experience. Experience of using Donorflex database.	Application Form Interview
<b>SKILLS</b>	Excellent organisational skills. Excellent communication skills. Excellent interpersonal and relationship-building skills.	Negotiation and influencing skills. Project management skills.	Application Form Interview
<b>KNOWLEDGE</b>	Computer literate (MS Office).	Knowledge of Health & Safety and other regulations and legislation relevant to fundraising events. Knowledge of the Bolton area.	Application Form Interview
<b>PERSONAL ATTRIBUTES</b>	Self-motivated and able to use initiative. Able to plan, manage and prioritise own workload & work on a number of projects simultaneously. Able to work under pressure and to deadlines. Strong teamwork ethic. A commitment to the vision and values of Bolton Hospice. Flexible approach to work to be able to fulfil the requirements of the post. Full driving licence and access to a vehicle insured for business use.	Commitment to continuous professional development.	Application Form Interview