

SINGLE CORPORATE SERVICES

Charity

Job title:	Fundraising Officer (Isle of Wight)	To be completed by HR
Reporting to:	Fundraising & Marketing Manager	
Accountable to:	Head of Charity	
Pay Band:	5	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

The primary purpose for the postholder will be to develop and manage the fundraising programme for Isle of Wight NHS Trust Charity.

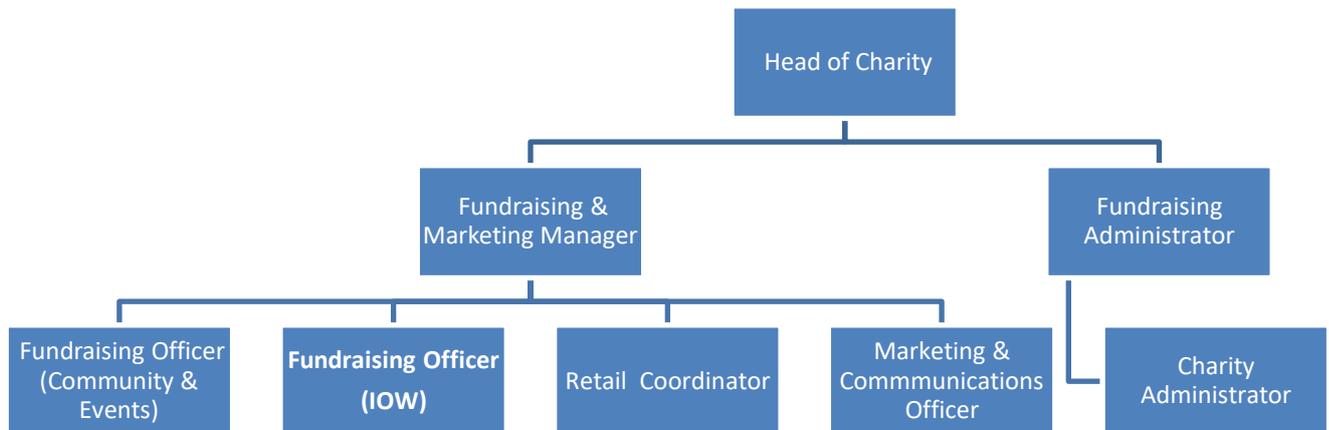
The post holder will be an excellent relationship builder, able to work with multiple, varied stakeholders and deliver a sustainable events and community programme.

Job summary

The Fundraising Officer (IOW) will be an enthusiastic passionate fundraiser who can engage and inspire people to support the work of the charity. The Fundraising Officer will be responsible for ensuring annual income targets are met through the delivery of the fundraising plan for Isle of Wight NHS Trust Charity:

- As directed by the Fundraising & Marketing Manager, develop and grow the fundraising plan to meet the income plans agreed by the Charity Board;
- To lead, manage and develop all stakeholders directly engaged in fundraising activities.

Organisational Chart (Portsmouth Hospitals Charity and the Isle of Wight NHS Trust Charity)



Specific Core Functions

Corporate Responsibilities

- The Fundraising Officer (IOW) will manage the day-to-day delivery of all aspects of charity fundraising.
- Deputise for the Fundraising & Marketing Manager as required.
- Work with the Fundraising & Marketing Manager to agree operational and personal objectives and performance targets which focus on the delivery of the charity fundraising strategy.
- Develop effective working relationships with key internal and external stakeholders.
- Contribute to the development of a culture of continuous improvement, promotion of new ideas and initiatives.
- Ensure that all legal and statutory fundraising obligations are met & keep up to date with any new fundraising regulations.

Functional Responsibilities

Manage Charity Led Events

- Create, plan, manage and deliver on Charity Led events as agreed within the Fundraising strategy.
- Work with Fundraising & Marketing Manager to develop fully costed income and expenditure budgets.
- Recruit participants and volunteers to support events
- Maximise sponsorship opportunities.
- Plan and market events in a timely manner alongside the Marketing and Communications Officer
- Carry out appropriate risk assessments and other relevant regulative requirements for every event.
- Plan and manage the third-party event programme in collaboration with key stakeholders.
- Research and benchmark other charities and new events to increase participation and income.
- Review registrations and minimum sponsorship yearly in line with market trends and ROI.

Develop and support Community Fundraising Activity

- Be the key liaison for supporting fundraisers with their own events.
- Account manage community fundraisers, providing them with all the fundraising support they require, including provision of fundraising materials, attending their events and providing advice and guidance in line with current regulation.
- Develop and manage low level corporate & trust contacts.
- Ensure all fundraisers complete a fundraising deed.
- Initiate and develop long term relationships with local charitable groups and other organisations e.g Rotary, Round Table, Lions, WI, Soroptimists, Schools, Scouts etc with the aim of securing financial and 'in kind' support.

Support Marketing and Communication around the Fundraising Programme

- Work collaboratively with the Marketing and Communications Officer to provide input and support on the production of fundraising materials including the charity newsletter and on site branding
- Liaise and work alongside the Marketing & Communications Officer on the plan for publicising of events across a range of mediums including press releases. Highlight key fundraiser stories to pass onto the Marketing and Communications Officer to help raise the profile of the charity.
- Work with Marketing & Communications Officer to organise and attend cheque presentations and photo opportunities with fundraisers and hospital staff both on and off site as required.
- Use local media and social media to identify opportunities for growth and exposure.

Fundraising & Charity Administration

- Work with the Fundraising Administrator to ensure effective and accurate stewardship of donor information and communication
- Carry out research through a range of sources, including the internet to obtain relevant data for fundraising communications, strategies and charity promotions.
- Work with and guide (where appropriate) volunteers.
- Ensure you keep up to date with industry trends, regulation and changes in governance.

Financial Administration

- Work within the overall Fundraising Department budget and monitor and manage the events and community budget. Plan event expenditure to ensuring we maximise ROI.
- Proactively support and aid the team to achieve financial targets.
- Work with the Fundraising & Marketing Manager and other team members to produce regular performance reports from the charity database
- To carry out such other tasks as are required to meet the aims and objectives of the Isle of Wight NHS Trust Charity Strategy, which are commensurate with the grade of the post.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;
 - (a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
 - (b) providing and receiving complex or sensitive information,
 - (c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

Analytical and Judgement

- Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

Planning and organising

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

- The post has minimal demand for work related physical skills.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

Financial Management

- The post holder will monitor and/or contributes to the drawing up of department/service budgets or financial initiatives.

Management/Leadership

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

Information Resources

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems,

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Experience of working or volunteering in the charity sector.	Educated to Degree Level. Previous hospital or health related service experience	
Experience	2 years fundraising or sales experience. Experience of relationship building with a variety of stakeholders and event organisers. Self-starter and able to prioritise and juggle numerous projects.	Experience of the effective management of resources and budgets to deliver annual income and expenditure targets.	
Knowledge	Knowledge and understanding of the fundraising sector. Highly effective relationship builder, able to communicate effectively with a range of stakeholders.	Knowledge of fundraising regulation and practices particularly in relation to events and raffles Knowledge of fundraising database software	

We require the post holder to have a full driving licence and access to a car for work purpose. The post holder must be willing to work occasional unsocial hours (evenings & weekends).

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.