

St Raphael's Hospice	<ul style="list-style-type: none"> • ROLE PROFILE – February 2010
Job Title	<ul style="list-style-type: none"> • Community Fundraising Assistant (part time)
Reports to line manager	<ul style="list-style-type: none"> • Community Fundraiser
Job Purpose	<ul style="list-style-type: none"> • To work closely with the full time Community Fundraiser, who is responsible for the Hospice Community Fundraising • Assisting with all community fundraising activities including on-going support to local Supporter Groups and their re-formation as and when necessary • Public speaking, to local groups and organisations • Support for the Annual Hospice "Sunflower" summer appeal • Support for the seasonal Christmas and Easter fundraising community appeals • Helping with other Hospice fundraising activities and events as required

Main Responsibilities

- To promote the expansion of community fundraising via local community organisations (see below), and through our own Supporter Groups
- To seek speaking invitations and to give talks to community organisations in the area (Church Groups, Rotary Clubs, Freemasons, Schools, Youth Groups, Pubs and Clubs, etc)
- To assist in the development of plans for all aspects of community fundraising throughout the local community
- To support the development of Supporter Groups within the Boroughs of Sutton and Merton, and surrounding areas
- To provide ongoing support for the volunteers who comprise each group and help with the re-formation and re-launch of groups as necessary
- To manage relationships with each Group including arranging speakers and promotion of events
- To assist in arranging co-ordinator & supporter meetings where good practices can be shared
- To recruit more community organisations to nominate the charity as their “chosen” charity.
- To receive enquiries from individuals who wish to undertake fundraising in support of the hospice and to provide information and support to enable them to do so
- To organise and expand the network of collecting cans in the area
- To help with the logistics, and increase the number of venues which participate in the annual Hospice summer “Sunflower” and Christmas community fundraising appeals via static collecting boxes plus other fundraising activities
- To seek out and book opportunities for charity stalls at local community events (Summer Fetes etc) and ensure that St Raphael’s is represented at as many as possible, in conjunction with local supporter groups
- To work closely with the Director of Fundraising and the Community Fundraiser to agree and achieve planned targets

<p>Role requirements</p>	<ul style="list-style-type: none"> • Public Speaking ability • Empathy with the work of St Raphael's Hospice • Ability to work with and organise volunteers • Good personal organisation • Excellent interpersonal skills and the ability to communicate effectively. Good oral and written communication skills at all levels. • Good team player • Computer literate (training will be given on the charity's fundraising database "Progress" supplied by Fisk Brett Ltd) • Own car <u>essential</u> plus full, clean Driving Licence • High level of enthusiasm and commitment • It should be noted that this role involves the physical preparations needed for events, and that the successful applicant will need to have a reasonably good level of fitness and good health.
<p>Other benefits</p>	<ul style="list-style-type: none"> • Salary: negotiable according to experience • Pension Scheme available • Reasonable expenses, e.g. car mileage allowance • Holiday – pro rata of 22 days plus bank holidays • Discounted staff restaurant
<p>Working hours</p>	<ul style="list-style-type: none"> • 15 hours per week - flexible • But it should be noted that this role involves considerable time commitment involving mid-week evenings, and also regularly working at the weekends (depending on the season e.g. more in the summer). • The successful applicant must therefore expect to be working most Saturdays and Sundays and at other anti social hours.

February 2010

CLOSING DATE FOR APPLICATIONS: Friday 19th March 2010

Interviews will take place at the St Bedes Conference Centre (just behind the hospice). Applicants who are invited to interview will be notified as soon as possible after 19th March by email/phone.

To apply, send a letter of application by post or email explaining

- 1. how your background and experience is suited to this role,**
- 2. plus a CV**
- 3. stating your current or most recent salary/ hourly rate**
- 4. IMPORTANT Please also confirm that you do not have any problem with regularly as a routine working on Saturdays, Sundays and on mid-week evenings.**

And send to Louisa Hitchen, Community Fundraiser, St Raphael's Hospice.

For further information, or an informal chat (not between 8th-12th March), contact:

LOUISA HITCHEN

Community Fundraiser

St Raphael's Hospice

London Road

North Cheam

SUTTON Surrey SM3 9DX

Tel: 020 8644 3857

Email: louisahitchen@straphaels.org.uk

Website: www.straphaels.org.uk