

**Job Description**

<b>Job Title</b>	<b>Events Fundraiser (part-time role, 22.5 hours - three days a week)</b>
<b>Salary Range</b>	£18,000 - £19,800 (FTE £30,000 - £33,000) Depending on experience
<b>Location</b>	St Luke's Hospice, Kenton Road London HA3 0YG
<b>Reporting to:</b>	Events and Community Manager, Fundraising Team

**St Luke's Hospice – Caring for Harrow and Brent**

St Luke's Hospice cares for people approaching the end of their life in Harrow and Brent. We aim to give the people we care for the best possible quality of life, each and every day. Supporting local people and their families is at the heart of what we do – focusing on what matters the most to them is at the centre of our care.

The care we give is free of charge, available to all, and respects the cultures, religions and beliefs in our richly diverse community. Our care is given with compassion and dignity and involves not just looking after the patient, but also includes supporting the people closest to them.

The NHS funds 40% of the cost of St Luke's care, which means the care of 6 out of 10 of our patients is funded by our community making donations, taking part in events, supporting our shops and making gifts in wills. Our local community is a vital partner in our care, kindly supporting us through their donations and fundraising alongside the dedication of over 800 incredible volunteers who give us their time to support the best possible end of life care for local people.

**Job Purpose and scope**

Events are a vital part of the fundraising portfolio at St Luke's Hospice. This is an exciting opportunity to work as an Events Fundraiser, three days a week, alongside dynamic and innovative colleagues in the Events and Community team. You will be required to market, deliver and recruit to a series of fundraising events to raise income from the local community of Harrow and Brent.

The team delivers a wide range of opportunities for people to fundraise through events participation. We do this through hospice-organised events such as our flagship Midnight Walk event, a multi-day UK walk, a Santa-themed run and through recruiting to third party events where we buy places, such as the London Marathon.

You will work across the fundraising department, in a culture of innovation and collaboration, to meet overall fundraising objectives.

### **Main Duties & Responsibilities**

- Create, lead and deliver two fundraising events to add to our existing events calendar in the community.
- Plan and deliver marketing recruitment campaigns for other fundraising events, working in collaboration with the team to maximise opportunities, and assist with the overall delivery of our events programme.
- Build and maintain relationships with our fundraising event participants, to ensure supporters receive an excellent supporter journey and experience of the hospice, from registration to thank you.
- Plan and deliver all aspects of event day logistics including health and safety and risk assessments; volunteer recruitment, sourcing suppliers, managing external stakeholder relationships, planning data / cash handling in line with charity procedures. Act as the Event Day Manager when required.
- Represent St Luke's Hospice externally, supporting the community team as required with cheque presentations, or local talks about our hospice services.
- Work with the communications team to share stories across our internal and external communication channels of supporter fundraising successes.
- Generate regular and robust reporting and analysis on event fundraising activities.
- Maintain and update the St Luke's website event pages and third party registration platform.
- Ensure that accurate data about fundraisers is recorded on the fundraising database in an accurate and timely way.

There will be the requirement to work occasional evenings, and weekends around certain events (for which Time off in Lieu is given). Flexibility in this role is welcomed.

### **General Duties & Responsibilities**

This job specification may be modified in the light of development and changing circumstances, according to the needs of the service, and in consultation with the post holder. The post holder should be prepared to undertake any further duties that arise as the post develops.

#### **People Management**

Supervision of fundraising event volunteers, providing training and feedback, setting tasks, planning work in advance.

#### **Confidentiality**

The contractual relationship between the Hospice and its employees is founded on trust. Employees will treat as confidential all information regarding the business of the Hospice, information with regard to and agreements with suppliers, and information gained about other employees and consultants.

#### **Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **Mission and Core Values**

All Hospice staff are expected to work in line with St Luke's Mission and Core Values as these precepts act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect, is ultimately for the benefit of patients. The Mission and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews.

## **Equal Opportunities**

St Luke's Hospice is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore St Luke's Hospice expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

## **Person Specification**

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education & Qualifications	Good basic education to GCSE (min level C), or equivalent in English and Mathematics / Literacy and Numeracy Level 2	
Knowledge and Experience	<p>Experience of working in a fundraising environment and supporting event delivery.</p> <p>Proven ability of excellent relationship management with key external audiences and/or stakeholders.</p> <p>Experience of achieving financial targets and keeping financial records.</p>	<p>Experience of working in an events fundraising role.</p> <p>Experience of working in a charity.</p> <p>Proven experience of working with a database.</p> <p>Understanding of fundraising regulations and data protection laws.</p>
Skills / Personal attributes	<p>Proven ability to work on own initiative and as part of a wider team.</p> <p>Excellent communication skills including face to face, written and phone manner.</p> <p>Excellent relationship management skills.</p> <p>Ability to motivate and inspire colleagues, volunteers and supporters.</p> <p>IT literate with knowledge of Microsoft office suite</p>	<p>Awareness of key current issues impacting the fundraising environment.</p> <p>Strong writing skills with the ability to write compelling events advertising copy.</p>

	Highly organised with great attention to detail.	
Additional requirements	Sensitivity to the needs of our donors and the work of the hospice.  Flexibility and a willingness to work evenings and weekends when needed. Time off in lieu will be given.	Driver with use of own vehicle.